



SOUTH *of* PERTH YACHT CLUB

**MARINA
PENS & MOORING
REGULATIONS
(MPMR001)**

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REFERENCES:

Navigable Waters Regulations 1958
As at 01 Jul 2019 Version 16-n0-00

SoPYC Pens & Moorings Policy
Document - PMP001

South of Perth Yacht Club July 2019 Rules & Bylaws
Effective 23 July 2019

TERMS USED

Club means the incorporated association to which these Rules apply and known as the South of Perth Yacht Club (Inc.).

Club Facilities – Means Water Pens, Land Pens, Moorings and all areas associated with boating activities.

Land Pen means an area of land leased to a Member for the purpose of storing a Vessel that is entered upon the Vessel Register.

Management Committee means the management committee of the Club.

Member means a person who is a voting member or a Non-voting Member of the Club.

Policies means the policies made by the Management Committee under Rule 65 of the Rules & By-Laws.

Rules means these Rules of the Club, in force for the time being.

Vessel means any craft, powered either by sail, engine or oars, or any combination of these, admitted to the Vessel Register.

Vessel Register means the record of Vessels owned by Members and kept on Club premises or some other place but using Club facilities. i.e.at member’s home.

Voting Member means an Ordinary Member (including a Capital Member or Country Member), a 60 Year Member, Centreboard Member, or a Life Member, being the Members with the rights referred to in Rule 9(4) and the Bylaws.

Water Pen means a pen constructed in the area of the Riverbed lease and leased to a member for the purpose of mooring a Vessel entered on the Vessel Register.

Further, in these Regulations –

- a) words importing the singular include the plural and the converse;
- b) words importing a gender include all genders;
- c) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- d) an expression importing a natural person includes an individual and any Regulatory authority;
- e) a reference to a Rule, sub rule, clause or schedule is a reference to a Rule, sub rule or clause of or schedule to these Rules and a reference to these Rules includes any schedule;
- f) a reference to legislation or to a provision of legislation includes any modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it;
- g) reference to a document includes all amendments or supplements to, or replacements of, that document;
- h) a reference to any designated office, Subcommittee or Section of the Club includes any modification or replacement of that office, Subcommittee or Section.

DEFINITIONS:

- a) "Shall" and "Must" indicate provisions considered essential.
- b) "Should" and "Preferred" indicate advisory provisions.
- c) "Approved" means approved by or acceptable to any relevant Authority having jurisdiction.
- d) "S.A.A": means Standards Association of Australia,
- e) "Quickly Accessible" means capable of IMMEDIATE access under emergency conditions.
- f) "Accessible" means capable of being reached readily for inspection and maintenance.
- g) "Portable Fuel Tanks" means tanks, with a capacity not exceeding 45 litres, which can be removed from the vessel for refilling etc.

INTRODUCTION

The regulations set in this document are designed to assist the member with the safe and required use of Club facilities and to provide the rules and guidelines for continued use of the Clubs facilities.

It is incumbent upon the Club member to inform themselves of all of the policies associated with the Club facilities located in the Club Policy section "Pens & Moorings Policy PMP001"

These regulations should not be construed as providing a full set of marina compliance standards as the compliance and safety of each vessel and its occupants is the ultimate responsibility of its owner or his nominated agent. Further, each owner and/or vessel is subject to all the relevant laws and regulations of the State of Western Australia and Commonwealth of Australia.

These regulations do not replace but rather supplement those of government authorities. Where relevant and possible, we have included the relevant government regulation.

1. MARINA USAGE

- 1.1. Only boats in seaworthy condition, which comply and continue at all times to comply with the Navigable Waters Regulations 1958 and those applicable Australian Standards, will be permitted in the marina or any part of the areas or waters within the Club facilities.
- 1.2. Occupants of the marina shall keep their boats in such condition that they do not become unsightly or dilapidated or reflect unfavourably upon the reputation and appearance of the marina. Any boat deemed by the Pens and Moorings Committee to be in contravention of this regulation will be required to vacate the marina.
 - 1.2.1. Examples are, but not limited to;
 - a. Regular washing of vessel to remove dirt and bird excrement.
 - b. Removal of items not securely lashed to vessel.
 - c. Remnants of occupation such as empty containers and rubbish.
- 1.3. The marina berths and catwalks shall be kept clear of all gear including, but not limited to, dinghies, trolleys, barrows and cray pots and any other items that may cause a trip hazard.
- 1.4. Trolleys and barrows must be returned to their proper place at the shore end of the marina immediately after use.
- 1.5. There are to be no additions and or alterations to any part of the jetties without written permission of the Pens and Mooring Committee.
- 1.6. Only the vessel that is allocated the pen shall occupy the pen. Multiple vessels may not use a pen.
- 1.7. Members shall be considerate of other marina users when using their vessels and keep noise levels to a minimum so as not to effect the enjoyment of other marina users.
- 1.8. In the event of an emergency, Emergency Procedure Guides (EPG) signs are located at the shore end of each jetty. In addition, there are signs attached to the east wall of the Club house, the southern side of the hardstand area, and there are small signs located inside on the notice boards which show the location of emergency equipment. It is the members responsibility to familiarise themselves with this information.
- 1.9. Where, in the event of an emergency, or to protect a member's asset, or a club asset, and the owners of the vessel are not available or contactable, and a vessel is required to be attended to by club staff, the club may charge a fee of \$80 per hour per staff member, plus GST for the time taken by the staff member to attend to the matter, plus any standard lifting and hard stand fees.

2. MARINA SPEED LIMIT

- 2.1. The speed limit in the marina area is 3 knots as stated on the signs and is enforceable when travelling up or down fairways and within 25 metres of the end of the jetties.

3. MARINA SAFETY COMPLIANCE

- 3.1. Under the Club's Bylaws section 7 and the Pens & Moorings Policy Manual PMP001, no vessel is permitted in the Club marina or grounds without a current Marina Safety Compliance Certificate, renewable every three years.
 - 3.1.1. Owners of vessels who fail to complete the online assessment and have their vessels inspected within 30 days of the due date will be charged a fee of \$150 (+GST) for the inspection to be conducted. Owners of vessels who continue to be non-compliant after 45 days will have access to their FOB key ceased. Owners of vessels who continue past 60 days will have access to their pen reviewed.
- 3.2. Vessels must be re-inspected for Marina Safety Compliance if:
 - 3.2.1. Ownership changes.
Note: Marina Safety Compliance Certificates are in the Owner's name as well as the craft.
 - 3.2.2. Engines are replaced.
 - 3.2.3. Any alterations, additions or repairs carried out which affect fuel, gas or electrical installations.
- 3.3. The Marina Safety Compliance regulations shall apply to every vessel having an engine, of any description, moored in the Clubs water lease, kept in a land pen, using the Club's launching ramps or anywhere within the Club's grounds.

4. INSURANCE.

- 4.1. All boats on the Club register, subject to the Marina Safety Compliance requirements, shall carry 3rd part Property and Public Liability insurance cover to a minimum of \$10,000,000 and shall be required to present a certificate of insurance to SoPYC at annual renewal to demonstrate compliance.

5. VESSEL NAMES

- 5.1. All vessels using Club facilities will be required to have a name on their vessel
- 5.2. Your boat's name must be visible on the stern of your vessel and the words 'South of Perth Yacht Club' or 'SoPYC' should be displayed on the boat transom or other appropriate part of the hull. This will assist the positive identification of your vessel in an emergency and help to promote our Club in the boating fraternity. For vessel competing in yachting events this is required under
- 5.3. Name plate may be affixed to the jetty after applying and receiving written approval from the Pens & Moorings Committee.
- 5.4. The Club does not allow more than one vessel with the same name.

6. MARINA EMERGENCIES

- 6.1. During normal office hours please contact the office (9364 5844) immediately upon noticing of any emergency.

- 6.2. Located at the shore end of each jetty is a sign with the recommended response to the three main issues (Fire, Medical, Fuel/Oil Spill) that you may face “after hours” in the marina. Please familiarise yourself with these procedures.
- 6.3. Located at various locations around the Club and visible to marina users are signs showing the location of emergency equipment to be used in an emergency. Please familiarise yourself with the locations of the emergency equipment nearest to your vessel.

7. SAFETY REQUIREMENTS:

All craft shall carry the minimum safety equipment required by Department of Transport WA.

Ref: Navigable Waters Regulations 1958

As at 01 Jul 2019

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Equipment to be maintained in a serviceable condition and readily accessible

- (1) All items of equipment required to be carried on board any vessel pursuant to Navigable Waters Regulations shall be —
 - (a) maintained in a serviceable condition; and
 - (b) situated so as to be readily accessible to all persons on board the vessel.
- (2) Where any of the items of equipment referred to in regulation 52BA(1) are stored under cover, the position of those items shall be clearly indicated by appropriate markings.
- (3) All equipment required to be carried on board any vessel pursuant to regulations 51D, 52, 52BA, 52E shall be produced to an officer of the department on demand.
[Regulation 52BA inserted in Gazette 17 Sep 1976 p. 3464; amended in Gazette 31 Dec 1993 p. 6915.]

8. ONBOARD SAFETY EQUIPMENT:

To ensure the safety of you, your vessel and also other marina users, the requirements below must be adhered to.

8.1. BILGE PUMPS - Reference: Navigable Water Regulation 51D.

- 8.1.1. The owner of a vessel of 7m length or over must ensure that the vessel is fitted with an efficient and operational bilge pump.
- 8.1.2. A pump referred to in sub regulation (8.1.1.) must —
 - (a) have the capacity to pump not less than 1100 GPH; and
 - (b) if it is automatic or electric, be wired so that an indicator shows when the pump is working.
- 8.1.3. The owner of a vessel of under 7m length which is not fitted with a bilge pump must ensure that the vessel carries a bucket or bailer.
- 8.1.4. Where automatic bilge pumps are fitted, they shall be wired so that an indicator shows when the pump is working. Pumps shall be on a separate circuit protected by a fuse located as close to the batteries as practicable and rupturing at not more than 25% above the rated full load current of the pump motor.
- 8.1.5. Bilge's shall be clean and free of oil and fuel and be adequately vented.

- 8.1.6. All vessels shall have an oilsoorb bio sock or mat in their machinery space bilge to reduce/prevent the discharge of any fuel and oil residue overboard.
- 8.1.7. Pollution by allowing petrol, oil, or other flammable liquid, or refuse contaminated with similar combustibles or pollutants to be discharged or thrown into the waters in the marina or precincts of the Club is prohibited.
- 8.1.8. An owner who contravenes these regulation commits an offence
[Regulation 51D inserted: Gazette 31 Dec 1993 p. 6913; amended: Gazette 25 Jul 2014 p. 2584.]
- 8.1.9. All vessels fitted with inboard petrol engines must be fitted with bilge blowers to the engine compartment. Whilst in the marina, such blowers must be operated for a period of 5 minutes prior to starting engines

8.2. FIRE EXTINGUISHERS - Reference: Navigable Water Regulation 52. 52BA

- 8.2.1. The table hereunder lists the minimum number and size of extinguishers vessels shall be equipped with.

	Min Number	Type	Min Size
Open boats under 4.8m LOA	1	Dry Chemical	0.9 kg
Open boats over 4.8m LOA	2	Dry Chemical	0.9 kg
Cabin or enclosed under 7.5m	2	Dry Chemical	0.9 kg
Cabin or enclosed over 7.5m	3	Dry Chemical	0.9kg

- 8.2.2. Auto fire suppression systems, within the vessel's machinery space, shall be counted as part of the minimum fire extinguisher requirement.
- 8.2.3. Extinguishers shall be maintained in a serviceable condition and readily accessible.
- 8.2.4. Where not located in a conspicuous position, their location shall be clearly indicated by appropriate markings.
- 8.2.5. All fire extinguishers carried on board each vessel shall be made available for inspection, upon request by the Club's Marina Compliance Officers. When instructed, fire extinguishers shall be recharged or replaced at the owner's expense. The owner is expected to regularly check the condition of all fire equipment.

Certain vessels to be equipped with fire extinguishers

- (1) The owner of any vessel fitted with an inboard engine or a hydrocarbon cooling or heating appliance must ensure that the vessel is equipped with a fire extinguisher that bears the stamp of Standards Australia and conforms to one of the following standards issued by that body —
- (a) AS 1841.1 and AS 1841.4 (foam); or
 - (b) AS 1841.1 and AS 1841.5 (powder type); or
 - (c) AS 1841.1 and AS 1841.6 (carbon dioxide); or
 - (d) AS 1841.1 and AS 1841.7 (vaporizing liquid).
- (2) Sub regulation (1) does not apply to a personal watercraft.
- (3) An owner who contravenes this regulation commits an offence.

[Regulation 52 inserted in Gazette 24 Apr 1998 p. 2163.]

8.3. BILGE BLOWERS

- 8.3.1 All vessels fitted with inboard petrol engines must be fitted with bilge blowers to the engine compartment. Whilst in the marina, such blowers must be operated for a period of 5 minutes prior to starting engines.

9. FUEL:

- Reference: Navigable Water Regulation 52E

Vessels kept at the marina will ensure that the fuel storage and fuel supply system at least meet the regulations that the vessel was manufactured to. The minimum acceptable is below;

9.1. FUELLING:

- 9.1.1. An emergency fuel stop valve is located on the river bank approximately 7 metres east of the entry point to the fuel jetty. Spill kits are located at the head of each jetty and a boom is located at the head of the fuel jetty. There is an emergency pump at the Clubhouse as well as a mobile fire extinguisher cart both accessible with your Club key. See “Appendix A”.
- 9.1.2. Fuelling is only permitted at the Club fuelling berth. Closed containers of fuel may be taken on board or ashore, but transference from one container, or tank, to another is forbidden in the Club grounds, on any Club jetty or wharf, or in a craft in the Marina.
- Note:** The fuel bowser nozzle must NOT be left unattended and must NOT be locked in the open position by use of any device.
- 9.1.3. “Securing before taking fuel” requires vessels to have all openings shut, with all appliances, engines and motors turned off, including automatic bilge pumps. All pilot flames and burners of gas units shall be extinguished. All crew and other personnel not directly required to assist with the fuelling, must be ashore and only re-embark after refuelling has ceased and the engine has been started.
- 9.1.4. Smoking is not permitted while refuelling. Cigarette butts shall be extinguished and retained on board for disposal and not thrown overboard.
- 9.1.5. Pollution by allowing petrol, oil, or other flammable liquid or refuse contaminated with similar combustibles or pollutants to be discharged or thrown into the waters in the marina or precincts of the Club is prohibited.
- 9.1.6. Fuelling shall be from a deck plate, which if metallic, shall be connected/bonded to the tank by an unbroken metallic line. The connection shall be by a copper metal strip, or stranded copper wire not less than 2.5mm in size. Neoprene petrol hose or nitrile rubber hose with a copper earthing strip embedded therein is acceptable. Care should be taken that the hose is correctly fitted, ensuring that the copper strip is securely clamped to the deck plate and the tank.

A non-metallic fuel fill deck plate must **NOT** be bonded.

9.1.7. Fuel shall only be carried in the Club grounds or mooring areas in containers approved for that purpose. Fuel shall only be stored in plastic containers approved under AS 2906-2001 and then only as portable tanks.

Diesel portable containers must be compliant with AS 2906-1999

9.1.8. No vessel will transfer fuel from their vessel to another vessel or container within the Club premises. This includes contaminated fuel and decontamination of fuel.

9.1.9. No vessel shall be left unattended with its engine running while in the Marina or alongside any Club jetty or wharf.

9.1.10. Tanks shall only be filled from a position outboard of the coaming, except in the case of vessels with self-draining cockpits, when filling from a point in the cockpit floor will be acceptable, subject to the following clause:

Filling of tanks through a deck plate over a tank opening located under (that is), leaving a space between that opening and the deck plate) is **absolutely prohibited**.

9.1.11. For petrol fuel vessels only, electrical continuity shall be preserved from the metallic fuel fill deck plate to the fuel tank, if fitted.

9.1.12. All vessels fitted with inboard petrol engines shall have their blowers operating at all times whilst refuelling and for 5 minutes prior to starting engines.

9.1.13. Members who fail to follow refuelling regulations shall be subject to disciplinary action by the club which may include ceasing to allow access to refuelling facilities.

9.2. FUEL TANKS

9.2.1. Tanks shall be soundly constructed of metal or any other approved materials.

9.2.2. Gauging by sight glass may be approved for diesel fuel only, providing that carefully maintained ball valves with spring loading to the shut position are provided, connected to the tank at the top and bottom. The sight glass should be approved hydrocarbon compatible plastic with 2 hose clips top and bottom, or factory-made union type ends. The whole assembly should be in a location sheltered from accidental impact or damage.

9.2.3. The use of spring clips to secure nitrile rubber or neoprene hose to deck plate and tank is prohibited. Positive screw type clamps (hose clamps) alone shall be used. Two (2) should be used at each joint.

9.2.4. Tanks shall be adequately vented outboard. Whilst neoprene or nitrile rubber of not less than 1.5cm ID is acceptable, metallic tubing is preferred.

9.2.5. The outboard end of such vents shall be covered with fine bronze mesh (90- 100 mesh).

9.2.6. Where aluminium fuel tanks are installed the tank shall be separated from any copper base alloy fittings (which include bronze, brass, etc.) by a galvanic barrier of stainless steel - marine grade or other approved material.

9.2.7. An efficient shutoff valve shall be fitted against the fuel tank outlet.

9.3. FUEL AND DRAW OFF LINES:

- 9.3.1.** Draw off lines shall be fitted with a shut off valve located as near to the tank as practicable. Draw off lines shall be of adequate capacity and be adequately secured with regard to chafing throughout their entire length.
- 9.3.2.** Solenoid shut off valves are acceptable provided that they are so wired that they close when the ignition is switched off, in the case of petrol engines, or are interlocked with the stopping device in the case of diesels. Such valves have the added advantage that they act as anti-siphon devices.
- 9.3.3.** Fittings should be of the 'flare' type.
- 9.3.4.** Flex lines as supplied by engine or tank manufacturers are acceptable.
- 9.3.5.** Electrical continuity shall be preserved from the tank to the engine.

9.4. CARBURETTORS:

- 9.4.1.** All petrol engines shall be fitted with a functional flame arrester to protect against flash-back.

10. ELECTRICAL:

The electrical system of all vessels using the marina facilities will comply to AS/NZS 3004.2.2014 Part 2 Boat Installations. It is the members responsibility to ensure they comply to the above standard with the minimum requirements being as follows.

- 10.1.** The single lead only from AC mains to the vessel shall comply with section 10.14 of this policy.
- 10.2.** Batteries shall be adequately secured against movement.
- 10.3.** Batteries must be disposed via the battery disposal facility provided by the Club.
- 10.4.** An isolating switch shall be fitted in an accessible position and should be as close to the batteries as is practicable allowing for free flow of air through battery compartment.
- 10.5.** Battery compartment shall be adequately ventilated.
- 10.6.** The isolating switch shall be capable of carrying and tripping the full load current of the system, including that of the starter motor.
- 10.7.** The master isolating switch shall be of a totally enclosed type.
- 10.8.** All vessels moored in the Marina or left unattended alongside any Club jetty or wharf, shall isolate all batteries from the electrical system by means of approved enclosed switches.
- 10.9.** Regular inspections by owners/skippers shall be carried out to ensure that all electrical wiring is in good condition and has not frayed, or connections loosened.
- 10.10.** Suitable fuses and switches must protect all electrical circuits (other than self-starter circuits).
- 10.11.** No flammable liquid operated battery chargers shall be left running while the vessel is unattended in the Marina or alongside any Club jetty or wharf.

10.12. SWITCHBOARDS and WIRING: (Low and Medium Voltage)

- 10.12.1.** Wiring shall be of adequate size to carry the demand load - in no case less than the S.A.A. rating.
- 10.12.2.** Wiring shall be adequately secured with preference for 'straddle' type fastening but clips are acceptable. The use of monel or other pins through the insulation to secure the cable is prohibited.
- 10.12.3.** Rubber insulated cable shall not be used.
- 10.12.4.** Cabling shall be routed so that it cannot come in contact with hot metal or be subject to chafing or strain.
- 10.12.5.** All switchboards should be of fire-resistant material and where any individual switch or fuse is carrying more than 5 amps or the voltage exceeds 32, the board shall be of fire resisting material.
- 10.12.6.** Automatic circuit breakers are acceptable.

10.13. BATTERY CHARGERS (Portable):

- 10.13.1.** Battery chargers, or other electrical equipment attached to the Club's power mains, are permitted to be left unattended under the following conditions only.
 - 10.13.1.a.1.** A suitable fuse shall be fitted on the AC side of the battery charger.
 - 10.13.1.a.2.** The lead from AC mains to the vessel shall comply with section 10.14 of this policy.

10.14. SHORE POWER

Shore Power is provided to a vast number of water pens, land pens and the works hardstand for use on your registered vessels. Power is supplied by a connection to the low voltage electrical supply which is connected to a copper-based marina protective earthing system.

All vessels and appliances connecting to the marina shore power system are connected entirely at the owner's risk, owners should seek professional advice in order to ensure that their connection shall be in accordance with the standard AS/NZS 3004.2.2014.

10.14.1 ANNUAL 'TEST & TAG'

"Testing and Tagging your shore power lead, or any other lead used in the club is required every 12 months. All leads used in the club must always show a current SoPYC certification sticker provided by the clubs nominated electrical contractor.

SoPYC Facility Holders (Members) are provided with one (1) annual complimentary shore power lead test each year provided the lead is brought into Fire & Electrical Services located at Coffee Point Marine. The Shore Power Lead will be tested to AS/NZS 3760.

To receive the free service, testing and tagging is required to be undertaken between 1st April and 30th June each year.

Leads not tested and tagged by 30th June will be subject to a fee as charged by Fire and Electrical Services. Where leads have not been tested and tagged by 30th June the club reserves the right to remove the power lead from a vessel and have it tested and tagged. Should it be necessary for a club employee to take the lead for testing an additional fee of \$120.00 (+GST) will be charged. In the event of this the club, nor its employees will not be held responsible for any resultant damage to the vessel or any items stored onboard.

Facility holders who purchase a new lead are also required to have the lead tested and tagged before the lead is connected to the shore power.

It is the facility holder's responsibility to ensure the current tag is affixed to the lead at all times and is clearly visible for inspection.

10.15. ANODES & GALVANIC ISOLATION

SoPYC strongly recommends a galvanic isolation unit or an isolating transformer, compliant with standard AS/NZS 3004.2. fitted on board your shore supply to your vessel. Galvanic isolation may reduce corrosion activity caused by the coupling of your vessel's earth to the marina's common earthing system. Additional sacrificial anodes with AS/NZS 3004.2 Clause 4.6.4 may be used to reduce these effects, refer AS/NZS 2832 series of Standards for suitable protection practices. It remains the responsibility of the vessel owner to ensure anodes, galvanic isolation unit or isolating transformer is functioning correctly, and any electrical installations carried out do not jeopardise the function.

10.16. PRIOR TO CONNECTING TO CLUB POWER

Your vessels low voltage electrical system shall comply with AS/NZS 3004 prior to connecting to the Club's shore power.

10.16.1 The marina shore power connection located at the service pedestals is wired in accordance with AS/NZS 3004.1 and no isolation transformer is fitted to the shore-based service.

10.16.2 The power supply is 240V AC 50 Hz, combined RCD and MCB residual current and overload protection is fitted and regularly tested to ensure operation. Individual current overload ratings may vary from marina to marina.

10.16.3 All vessels connecting to the marina shore power system should be wired in accordance with AS/NZS3004.2:2014 and it is the responsibility of the vessel operator/owner to ensure the vessel is compliant.

10.16.4 Boat owners connecting vessels and appliances to the marina shore power system do so entirely at their own risk and should seek professional advice in order to ensure that their connection is in accordance with the standard AS/NZS 3004.2.2014.

10.16.5 SoPYC will not be held responsible for power outages, mains surges or voltage fluctuations.

- 10.16.6** It is the responsibility of vessel owners/ operators to ensure that the shore power lead is tagged in accordance with this policy, is suitable for the type of outlet to which the connection is made, is supported to keep it clear of the seawater, does not present a trip or other hazard and is removed completely when not in use and switched off at the outlet.
- 10.16.7** Persons are advised not to enter the water in the vicinity of vessels connected to the marina shore power nor vessels generating power onboard either using generator or other means.

10.17. MINIMUM CONNECTION REQUIREMENTS

All leads, plugs and safety protection circuits should be inspected every month, it is the responsibility of the vessel owner to inspect the condition of the cables, leads and safety protection. It's the responsibility of the vessel owner to maintain the power lead.

- 10.17.1** Only ONE shore power lead is to be connected to any vessel. The use of double adaptors or power boards is prohibited.
- 10.17.2** The shore power lead shall be suitable for the marine environment complying with AS3191.
- 10.17.3** The shore power lead shall be one length, a suitable length (i.e. cable length is not too short/long).
- 10.17.4** The shore power lead shall be heavy duty 3 core (including earthing conductor) sheathed type.
- 10.17.5** The shore power lead should match the supply (e.g. 15 amp outlet/15 amp lead).
- 10.17.6** If the shore power bollard has a screw point terminal the lead must be a screw point shroud fitting.
- 10.17.7** The shore power lead plug and socket ends must be checked for corrosion on all exposed terminals.
- 10.17.8** All cable ends must be waterproof and free of any damage.
- 10.17.9** All components of the shore power lead shall be in good condition e.g.;
- no corrosion
 - no exposed conductors
 - no UV damage
 - no moisture in the plug
 - no damage to the lead sheath etc.
- 10.17.10** Plug needs to be removed and checked regularly
- clean out any contaminants
 - check for corrosion or heat damage
 - test RCD switch
 - report any signs of damage at the connection point to the Club immediately.
- 10.17.11** The shore power lead excess must be kept on the boat and must not be wrapped around pedestal, tap fitting, cleats or parts of the marina.

- 10.17.12 The shore power lead must not be placed across the jetty so as to cause possible obstruction to other jetty users.
- 10.17.13 The shore power lead is to be kept clear of 'pinch points' e.g. pile guides, marina, between yachts etc.
- 10.17.14 The shore power lead is not to come into contact with water.
- 10.17.15 The shore power lead is to be removed from the dock/pedestal when not in use.
- 10.17.16 Damage resulting from failure to disconnect shore power lead prior to vacating the pen will result in charges to the pen holder.
- 10.17.17 Household leads (10A) are strictly prohibited.

10.18. POWER DISCONNECTION

The Club reserves the right at any time, to disconnect and/or remove leads where the lead does not satisfy the requirements outlined within this policy. Should removal be required, the club will not be responsible for any resultant damage to the vessel, batteries or any goods stored on the vessel.

11. L.P. GAS:

- 11.1. It is a requirement of the Office of Energy Safety that all LP and HP gas installations in marine craft be carried out by a licensed installer, who will issue a compliance sticker to the vessel on completion. This also applies to modification, servicing and maintenance.
- 11.2. All LP gas appliances shall be installed according to the regulations of the Office of Energy Safety. Proof of compliance is required.
- 11.3. Gas lines shall be to the standard approved by the Office of Energy.
- 11.4. Each LP gas appliance shall have a notice fixed adjacent to it where such notice can be readily seen. The notice is to be a minimum of 75mm high and 150mm wide, and have white letters on a red background reading as follows:

**REMEMBER TO TURN OFF
GAS AT BOTTLE**

11.5. HIGH PRESSURE GAS:

- 11.5.1. Maximum gas capacity will be 10 kg per bottle.
- 11.5.2. HPG bottles and appliances must be properly secured.

12. TO REDUCE/AVOID THE RISK OF FIRE ON BOARD:

- 12.1. Keep bilges clean and free from petrol and oil by using an oilsorb bio sock or similar product at all times. It is desirable to change the oil absorbent material at regular intervals.

- 12.2. No gas-operated refrigerator shall be left in operation while the vessel is in the marina or alongside any Club jetty or wharf.
- 12.3. No vessel shall have stored onboard any thinners, paint or lacquer or any flammable liquids at all times.
- 12.4. Rags soaked in paint, thinners or oil shall not be left onboard.

13. OTHER REQUIREMENTS

- 13.1. Kerosene refrigerators are not permitted.

14. PENS

14.1. PEN FASTENINGS

- 14.1.1. All vessels shall be moored as directed by the Pens and Mooring Committee both as to methods of fastening to jetties, catwalks and hull, as well as to their mooring. Examples of correct mooring systems are shown in **Appendix B**. All mooring lines shall be approved rope (minimum standard, polyethylene UV stabilised silver rope, unless otherwise ordered) and shall be fitted immediately a vessel occupies a pen or mooring and shall be in accordance with the following specification as appended below:

Vessel length	Rope Size
Vessels up to 6m	Not less than 14mm (BS 1350kg)
Vessels 6m to 9m	Not less than 16mm (BS 1850kg)
Vessels 9m to 12m	Not less than 22mm (BS 3200kg)
Vessels 12m to 15m	Not less than 24mm (BS 3700kg)
Vessels 15m to 20m	Not less than 28mm (BS 5100kg)
Vessels 20m to 25m	Not less than 32mm (BS 6700kg)

Note: If ropes other than silver are fitted, rope sizes must be equal to or exceed the breaking strains for silver rope as noted above.

- 14.1.2. Each pen occupier is responsible for supplying and fixing all mooring gear. For fixed jetty pens from the eyebolt (eyebolts will be supplied by the Club) and for floating jetty pens from the jetty cleat (cleat supplied by the Club). The items supplied by the owner remain the property of the owner.
- 14.1.3. Ropes used shall **NOT** be zero stretch types such as Kevlar, Dyneema and Spectra.
- 14.1.4. For fixed jetty pens two lines forward and two lines aft to four pen mooring weight chains. The four pen mooring weight chains are to be attached to the four pen mooring eyebolts and are to have a minimum 12kg weight. Lines are not to be connected directly to the eyebolts. All mooring lines are to be fitted with spliced ends (not knotted) and the ends to be attached to chains or shackles are to have appropriate size metal thimbles.
- 14.1.5. For floating jetty pens the mooring lines shall be fixed to the cleats (no shackles or thimbles allowed on the cleats). See **Appendix B** for correct berthing procedure. Vessel must not protrude any further over the walkway than the edge of the aluminium strip located at the side of the walkway.

- 14.1.6.** For fixed jetty pens, weights shall be constructed of non-ferrous material and are to be fitted in such a way that except for extremely high tides they are clear of the water. No part of the vessel should protrude over the walkway.
- 14.1.7.** Mooring lines are to be positioned in fair leads or protected in plastic tubing where they touch the vessel.
- 14.1.8.** Mooring lines are to be tensioned so as to retain the boat in the pen at all levels of the tide and wave movement.
- 14.1.9.** Springs – Boats in fixed jetty pens 2-001 to 2-038 and 7-002 to 7-103 are to be fitted with springs amidships on each side to chains from the northern eyebolts of the pen.
Springs shall be attached in such a way that in northerly winds the spring lines will tension and leave the northern mooring lines slack so as to enable the ends of the boat to rise and fall with the wave action that follows.
- 14.1.10.** Owners of vessels 10 metres and above are not permitted to install or adjust mooring lines or cleats to jetties. All such vessels mooring lines must be installed and/or in the pen by a suitably qualified person who is approved by the Club, and whose name is on the register held by the Club. Installation or moving of cleats can only be undertaken by a Club Bosun

14.2. PEN APPURTENANCES

- 14.2.1.** All pens, catwalks and fingers shall at all times be the property of the Club and only a license to occupy are conferred on members for their use of the pen at the discretion of the Club.
- 14.2.2.** To prevent damage (including corrosion) to the club's marina infrastructure and to assist in maintaining its longevity, no additions, modifications or extensions to marina berths, catwalks or fingers shall be made without the permission in writing of the Pens and Moorings Committee having first been obtained. Where approved, all additions, modifications and extensions shall be constructed and installed to the satisfaction of the Pens and Moorings Committee, and also by a contractor who has first been approved by the Pens and Moorings Committee. When a member vacates a pen that has approved additions, modifications, and extensions, either by their choice, or as part of vessel movements at the direction by the Pens and Moorings Committee, the pen holder shall, at the discretion of the Pens and Moorings Committee remove any such additions, modifications, and extensions. All costs associated with the installation, maintenance or removal of the additions, modifications and extensions shall be at the pen holder's expense. The Pens and Moorings Committee will conduct regular inspections of any additions, modifications and extensions to ensure such is being maintained and may at any time require the pen holder to undertake required maintenance. When a pen holder vacates a pen and the additions, modifications and extensions are to be re-moved, the pen holder shall be responsible for repairs to any damage to the jetty or infrastructure caused by the additions, modifications and extensions. The Pens and Moorings Committee may, at its discretion, request a security deposit from the pen holder that shall be held by the club and used at its discretion to cover the costs of maintenance and or repairs caused by the additions, modifications or extensions.
- 14.2.3.** Any additions, modifications or extensions of marina berths, catwalks or fingers shall not be removed under any circumstances.

14.2.4. No items such as cray pots or any other item that could cause a tripping hazard shall be left on catwalks or fingers.

14.3. FLOATING DOCKS

14.3.1. The Club may allow the insertion of floating docks on Jetty 7 only, at this point in time for the use of members who wish to store their tenders and other small craft.

14.3.2. Members may apply to the Pens & Mooring Committee to request the allowance of a floating dock in an available pen.

14.3.3. Where approved by the Pens & Moorings committee, the floating dock is to be installed by the pen owner and will remain the property of the pen owner.

14.3.4. The floating dock is to be affixed to the Clubs jetty system by means of ropes

14.3.5. The floating dock is to be removed immediately the pen is relinquished.

15. TRAILER BOATS:

15.1. All Marina Pens & Mooring Regulations are applicable to trailer vessels of all types and sizes using the Club's launching ramps or operating in the Club's areas.

15.2. Trailers entering the Club's premises shall have the owners name and phone number displayed visibly on starboard side of the tow bar, in a manner that is waterproof and legible from 10 metres.

15.3. Tri-axle trailers shall not be brought onto Club grounds.

15.4. Yachts, power boats normally stored on jinkers or trailers must be parked in the allocated area only and shall be subject to a hard standing rental that shall be set from time to time. Jinkers and trailers other than the above are not permitted to remain within the Club grounds.

15.5. Any costs incurred by the removal or disposal of any yacht, trailer, jinker or equipment or the cleaning up of pens or hard standing areas (in accordance with the above rules) will be charged to the owner/member concerned.

15.6. Land pens shall be left in an orderly manner at all time, with no personal belongings left around the vessel or in vacant pen.

16. LAUNCHING RAMP

16.1. Eligible members wishing to use the launching ramp will need to first obtain a key for the launching gate from the office during working hours.

16.2. To obtain a key for access to the launching ramp, the member must have completed the application form and passed marina safety compliance for the vessel to be launched. Once both of these, are provided to staff, a key will be issued and the deposit and ramp pass charges will be placed on the member's account.

- 16.3. The key is required to open and close the gate and cannot be removed before re attaching the wire gate.
- 16.4. On busy weekends, there may be insufficient parking for your car and trailer so please be sure to check before launching your boat.
- 16.5. The ramp may not be used for one hour each side of racing start and finish times on competition days as the ramp will be in use by competing vessels.
- 16.6. It is prohibited to drive your boats onto the trailer as the wash will damage the launch area.
- 16.7. Members who loan their access and ramp keys to others will be subjected to disciplinary action from the Club.
- 16.8. If you are leaving your car and trailer at the Club after launching your vessel, your trailer must be disconnect from your vehicle when parking.
- 16.9. Any vessel using or remaining on the western hardstand (i.e. in another members land pen) without the consent of the Pens and Moorings Committee or General Manager shall be subject to a daily fee determined by the Management Committee from time to time. With effect from 1 February 2019, the fee shall be \$75.00.
- 16.10. Members must return their ramp access keys to the office upon ceasing to use the ramp.

17. LIFTING CRANES

- 17.1. Eligible members wishing to use the lifting cranes need to first complete an induction program. The induction program will be co-ordinated by the Facilities office.
- 17.2. Use of the cranes are via key activation.
- 17.3. To obtain a key for access to the lifting cranes, the member must have completed the application form and passed marina safety compliance for the trailer and vessel to be launched. Once both of these, are provided to staff, a key will be issued and the deposit charges will be placed on the member's account.
- 17.4. Vessels using the cranes must have the appropriate certified lifting points.
- 17.5. Slings, shackles and other lifting devices must be checked and tested as required on the inspection tags.

18. GENERAL REQUIREMENTS

- 18.1. Vessels will be sited according to draft, length and class, or as the Pens and Mooring Committee directs.
- 18.2. No discharge from a vessel lavatory or holding tank is permitted within the Clubs waters or in any area under the jurisdiction of the Club.
- 18.3. No multi-hull sailing vessels shall be accepted on the Club register other than "off the beach" class.
- 18.4. The owner(s) of every vessel on the Club register allocated a mooring, water, land pen or ramp pass shall be required to be rostered on for support/check boat duty as determined by

Management. Where there is more than one owner having title to the vessel, then only one owner as nominated by the Club shall be listed on the roster.

- 18.5.** Where the owner is unable to comply with their rostered duty, it is the responsibility of that owner to arrange and to advise the Club of a replacement not less than 72 hours prior to their rostered duty.
- 18.6.** Vessels are not to fly flags or burgees whilst their vessels are unattended.
- 18.7.** The Management Committee may at its own discretion, or upon the recommendation of the Pens and Mooring Committee, have the power from time to time to alter these requirements for the conduct and management of the Marina.

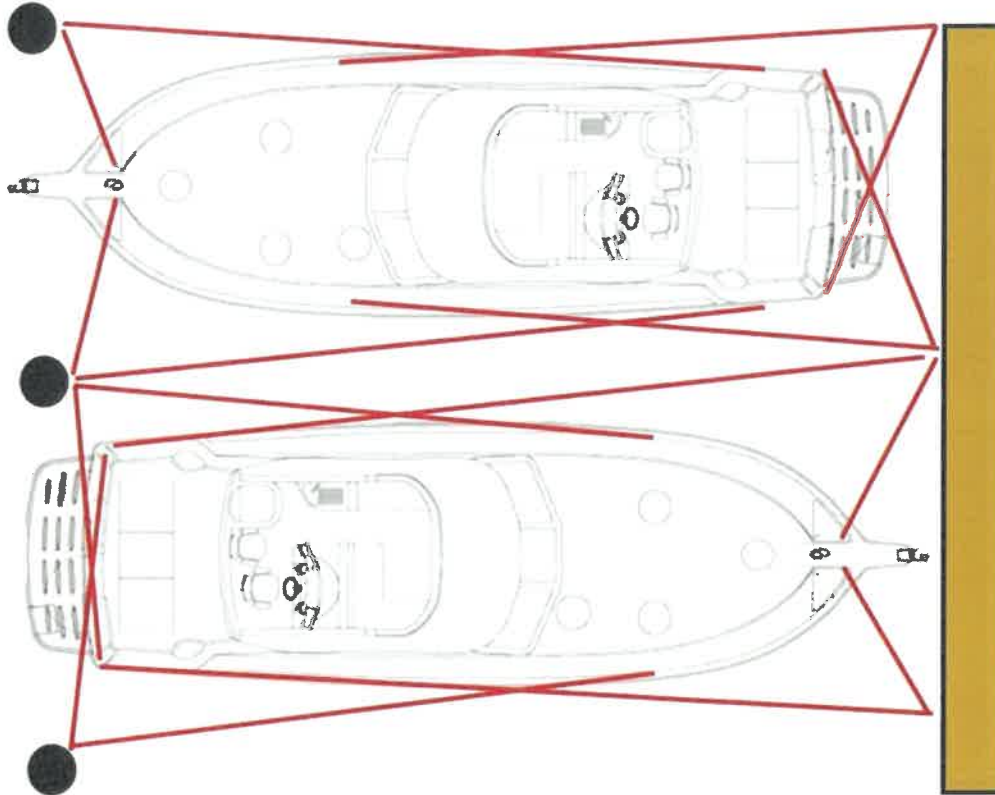


SOPYC EMERGENCY EQUIPMENT



APPENDIX B – Mooring Layout

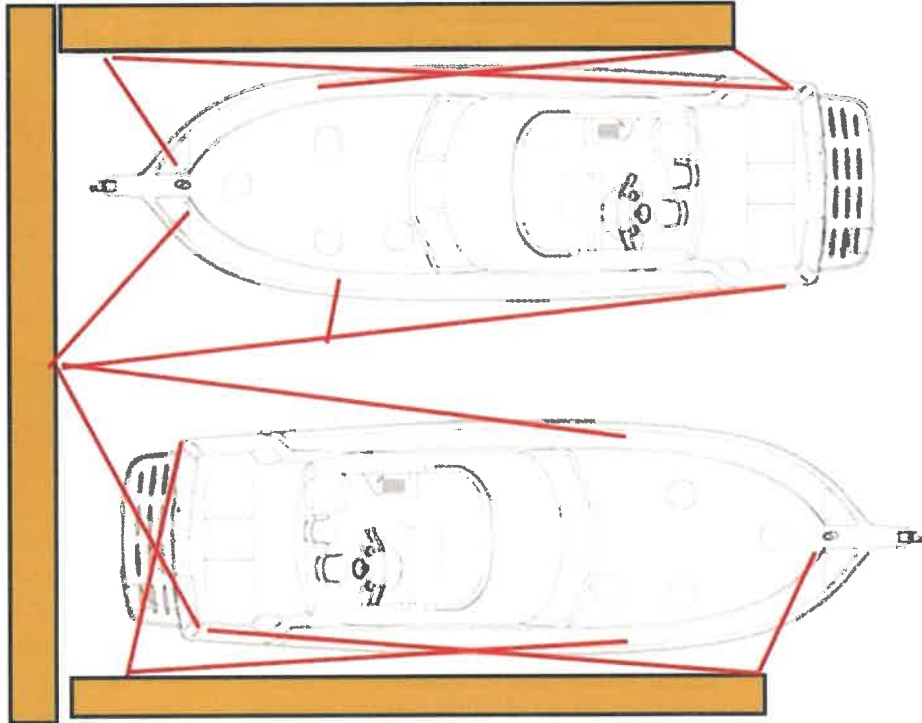
FIXED JETTY LAYOUT (RECOMMENDED)



NOTES:

- 1 No part of the vessel to overhang the jetty
- 2 Mooring lines must be of the correct size
- 3 Make the springs as long as you can
- 4 Use the correct weights on the chains


FLOATING JETTY LAYOUT (RECOMMENDED)



NOTES:

- 1 Bow sprits must not overhang aluminium duct
- 2 Mooring lines must be of the correct size
- 3 Make the springs as long as you can
- 4 Arrange with neighbour to tie across the pen for duration of rough weather

Sign Off

Review Date: dd/mm/yyyy	Policy Owner	Approved – Commodore Sign
19/12/2023	Pens & Mooring Committee	
19/12/2026	Pens & Mooring Committee	

