

WYC Standard operating procedure for Power Boats

1. Whitstable Yacht Club owns and operates 3 large, 1 medium and 1 small power boat which are routinely used as support boats for all club activities. These are three 40 hp Ribcraft RIBs and one smaller 30HP RIB called Peter Griffin. We also have an inflatable tender type with a 8HP engine (Cygnet).
2. The responsibility for the maintenance of WYC's power boats, engines, equipment and operational systems is entrusted to the club bosunage team headed up by Ruth Oliver.
3. WYC power boats are kept in the Rigden's Shed.
4. The responsibilities of the Bosun include the training and observation of WYC approved power boat drivers.
5. WYC Safety Boat drivers are required to be RYA PB2 qualified. The Club also strongly recommends new Safety Boat drivers gain the RYA Safety Boat and First Aid qualifications. Copies of certificates should be held by the club.
6. The confidence of the bosunage team in the practical ability of the driver being the key criterion – this will be done by the competency sheet required by all personnel.
7. The club age restriction is 18 or over for club races and open events; PB2 qualified drivers under the age of 18 may operate in training and other sessions under the supervision of a Senior Instructor.
8. The smaller 30hp Peter Griffin, which operates under the WYC training, may be driven by a wider category of drivers by permission of WYC RTC team, all of whom must have RYA PB2. RYA Safety Boat certification desirable.
9. All WYC drivers are trained in the bosun's operational systems for pre-launch, launch and recovery of PBs. They are told specifically what to do in operating power boats and instructions are constantly reinforced.
10. A full list of WYC power boat drivers with their respective PB and first aid qualifications is kept on file in the training office.
11. Power Boat operations include the use of the Launch vehicle (LV) to trolley PBs between the shed and water across the beach. The training and approval of LV drivers is also the responsibility of the bosunage team.
12. WYC power boats are equipped in accordance with RYA guidance and in particular the PB checklist. Six "grab bags" containing safety items are kept in the lower Rigden shed. At any time three fully equipped PBs to RYA standard can therefore be operational for sail training.
13. Radios, and grab bags must be taken on the powerboats at all times.
14. Kill cords must be worn **AT ALL TIMES**, for the safety of the persons aboard and other sea users.
15. Sufficient clothing must be worn on the water. A buoyancy aid must be worn instead of a lifejacket in case you need to enter the water.
16. All drivers and crew should be prepared to get wet in an emergency situation.
17. No smoking on the RIB's.
18. Radios must be washed off in fresh water if wet. A radio check must also be done before leaving the beach.
19. People before equipment
20. **ALWAYS** make sure the engine is off when in contact with someone in the water

General Driving & operational requirements

- Ensure the crew is comfortable in the boat; always communicate intentions to the crew, e.g., “turning to port”, “Going ahead”, “slowing down”
- Observe 8 knot limit Unless there is a capsized and you can’t see the person
- Observe the rules of the road
- Keep a good look out, especially when at speed
- Drive seated, one hand on wheel, the other on throttle lever
- To talk to a capsized sailor, get close, preferably upwind, boat positioned with yourself between the person and the engine, and turn engine off so both can talk without raising voices
- Best VHF communication is brief and to the point; never fail to request RO’s permission to leave your station

Here are a list of things you may be required to do to help someone on the water:

- Righting a capsized / inverted boat
- Recovering people from the water; casualty care and first aid; guiding rule of “scoop and run” the casualty back to shore
- Dealing with masts stuck on the bottom with appropriate technique
- Solving entrapments
- Solving disabled boats; leave boat anchored and marked “crew safe”; or the crew to sail the boat to shore
- Towing
- Lee shore rescue technique, e.g., if required for a rescue from the oyster racks without the safety boat joining the first boat on the racks

WYC Safety Boat set up, launch and recovery & pack away

Preparation of RIB

- Open up Rigden shed
- Trim up the engine of required RIB and ensure the engine hood is secured properly.
- Pull/ Push boat out of shed – be aware of any members of the public crossing the path.
- Get the fuel key from White cupboard, unlock the fuel store and get correct fuel tank out. Lock fuel store and replace key in cupboard.
- Place fuel tank in boat, secure tightly. Pump fuel bulb until firm.
- Get RIB key and kill cord out of cupboard and place key in ignition and kill cord in switch.
- Check engine is working **IF not used in the last few weeks**, by going through the start up procedure:
 1. Fix cooling water muffs on the water intake at the bottom of the engine leg.
 2. Turn water on
 3. Check throttle in neutral

4. Check kill cord fitted
 5. Check clear astern then turn key to start
 6. If engine does not start check isolator is switched on and fuel primed
 7. When running, check cooling water flows from tell-tale
 8. Turn off engine using kill cord to check working
 9. Remove muffs and turn hose off
- Once you know the engine is working, put a grab bag in the boat and secure it. Make sure the bag is lifted off the floor to avoid rubbing and making holes in the bottom.
 - If racing meet the race officer and make sure you know how they would like the course laid. Also meet your crew – explain what they will need to do on the safety boat and make sure they are wearing appropriate clothing.
 - If it's a training session ask the other instructors/ senior instructor how many buoys they would like and where to put them.
 - The buoys should be placed in the RIBs in their buckets. Buckets with Tackle in are very heavy so its advised that 2 people lift them into the RIB. The big race buoys to be secured on ramp/ beach.
 - Check you have: an anchor, ores and tow lines in the RIB.
 - Put bung is in.
 - Complete pre launch check list
 - Get Radio from the bosuns locker – do a radio check.
 - Get changed
 - Shut lower Rigden doors before you go on the water.

Launching RIB with the launch vehicle (LV)

- Always launch the RIB with the engine first straight down the beach **on the black mats**, straying from this will cause difficulties.
- Get launch vehicle out
- Hitch up the trailer to the tow bar of the LV make sure safety stop is on as well
- At the top of the beach make sure the painter is tied on using a round turn & 2 ½ hitches and winch clip is in place still
- Back down the beach with driver and crew as safety marshals
- At the bottom of the beach before entering the water, Unclip the winch and wind in, KEEP THE PAINTER ATTACHED this process makes sure of smooth launch and no accidents can happen
- Driver gets in boat, make sure the driver is seated with the kill cord around leg
- Untie the half hitches but leave the round turn on.
- Crew to pass the painter to helm
- When ready back into the water
- In water lower engine and turn on checking for a tell tail
- When happy release painter and reverse off trailer

- LV & Trailer to be retrieve up the beach
- RIB to collect buoys and crew from beach/ ramp.

Transferring to the committee boat:

- Ensure those who will be on the committee boat are wearing either a buoyancy aid or lifejacket.
- Ensure they are also wearing appropriate clothing & footwear.
- Approach the committee boat and assess weather it is safe to come along side and make the transfer.
- If safe to do so go alongside. Positioning the boat with the door on at the back of the seat.
- Note that if it is necessary to tie a RIB to Slotty DO NOT use the handrail by the door in the gunwhale. It is not strong enough. There is a long rope made fast to the starboard forward cleat which should be used to secure the RIB.
- One person to un bolt and open the committee boat door, step across and secure the door for the next person.
- The rest of the crew step across.
- Last person to shut and lock the door.
- Come away from the committee boat.
- For retrieval of personnel from committee boat reverse the order.
- Please also only take up to 6 people in the big RIBS. That might mean leaving your crew ashore while you run to the committee boat and retrieve them after.

Recovery of RIB

- Once all the buoys have been collected from the race course, call up the beach/ LV driver or race officer on the radio to get the trailer in the water.
- Drop the buoys and crew off on the ramp, to give yourself more space and manoverability to get on the trailer.
- Make sure there is someone in the water to clip the winch on
- Person in the water to undo the winch and pull strap out to about half way down the trailer, but keep hold of it. BE CAREFUL WHEN OPERATING THE WINCH – USE THE CATCH
- When both LV driver and winch person are ready start your approach - lift engine about ½ way
- Approach the beach but **do not drive onto the trailer**
- Turn the engine off and lift fully
- Jump out of the RIB into the water, but be careful not to jump on the trailer.
- Line up the trailer with the bow of the boat, and manually winch onto trailer. You may need a few people to hold the boat at the back to it stays straight while doing this

- Take bung out / elephants trunk down
- Signal to LV driver that you are ready to come out of the water

Please note we do have a winch that can pull the RIBS up. See separate Winch documentation for use (located on the wall next to the winch).

Pack away

- Unhitch trailer move the LV
- Get hose and muffs out wash down the **RIB AND trailer**
- Keep all water well away from Rigden shed: anything allowed to puddle inside the blue sea defence wall will find its way into the shed
- Also **wash down the LV** – underneath, wheels, Towbar & footwells.
- Take out the tackle buckets – empty any water out of buckets and place back in correct place.
- Make sure buoys are hung up correctly
- **Wash inside thoroughly to remove ALL rubbish, mud, seaweed, salt and beach.** Feel free to use a bucket of soapy water and a sponge.
- Drain all water out, checking anchor locker and under seat ensuring that all bungs are taken out to drain. Keep hatches open for ventilation and seat open as well.
- Flush engine for minimum 2 minutes – make sure there is a tell tail
- Put hose and muffs away
- Re fuel the fuel tank and place back in store. Top up using funnel (with filter) if required.
- Take the grab bag out - check no water in bottom leave open to dry
- Keys and kill cords back in white cupboard
- Push RIBS in forwards – lower engine for storage, this keeps oil in correct place. For RIB stored in the back right side bay spin and put in backwards.
- Place bucket under stern to allow any water to be collected – makes everything damp when collects on floor.
- Leave the engine hood on.
- Complete post recovery check list - **Write on the whiteboard all issues with RIBs and associated equipment** – Also report to Ruth via safety boat whatsapp, so others can see defects as well.
- LV in before the last RIB
- Radio in the bosuns locker – **make sure its washed off with fresh water** and dried before putting on charge.
- Lights off and lock door.

WYC Safety Boat Maintenance Check List

Monthly checks on the status of the RIBs is done by Ruth

These things include for RIBS:

- Checking the white board for any defects that have been reported.
- Check engine's are in working order: Checking oil, that the kill cord stops the engine, the propeller, steering and gears are smooth,
- Checking the overall condition of the RIB: checking sponsons for any deflation, hull for damage.
- Check extras that are in the boat: anchor and warp are in good condition, tow lines and other extras are still in good condition, replace anything that's missing.
- Check trailer: hitch, jockey wheel, winch & strap, wheels and bearings. Grease bearings.

All problems should be reported to Ruth and written on the white board to ensure problems are communicated to all. If they can be fixed there and then please try to fix.

Radios – inspected once a month. Note any defects to be written on whiteboards and a message to the safety boat team whatsapp.

Grab bags – Inspected once a month. Please ensure they are left open so that any water can evaporate. Anything missing or used please write on whiteboards and a message on the Safety boat team whatsapp group.

Safety Boat Equipment

Equipment must be in serviceable order, stowed correctly, waterproofed and ready for instant use.

In boat

- Anchor, warp and chain
- "Crew Safe" tags (2)
- Fuel tank
- X3 towlines
- VHF Radio (handheld)
- Boat hook
- Bucket/ Bailer/ sponge
- Burgee
- Compass (if fixed)
- Paddles or oars

In Grab bags

- Fire Extinguisher
- First Aid kit (including: triangular bandage, large & Medium bandage, eye bandage, eye wash, ice pack, foil blanket)
- Flares (x2 orange handheld, x2 smoke)
- Sharp serrated knife
- Spare kill cord
- Bottle of water
- Chart and tide table
- Throw bag
- Tool kit (screwdriver, pliers, electrical tape, shackle, cable ties, piece of short rope, bung)
- Horn
- Compass (handheld)
- Mayday procedure card
- Bin bag

Personal items

- Sun cream / snack / water

First aid kit ashore

- Plasters
- Antiseptic wipes
- Triangular bandage
- Medium & Large bandages
- Disposable gloves
- Eye bandages
- Eyewash
- Tweezers & scissors
- Foil blanket
- Icepack
- Accident report form
- Defibrillator & Pocket mask

A WYC Grab Bag containing items listed above will be carried on a safety boat. On return check and dry out the grab bag.

See RYA Guidance Notes for the minimum requirements for a Recognised Training Centre.