

## **'DYC~CHD: 'A4 BOAT BORROWING FORM' - SIGN TWICE - 'SIGN OUT' AND 'SIGN RETURN'**

This one page form is used on the day of borrowing a club boat as a record of your acceptance of use between you and the club. By signing this form to take a boat out you are agreeing to confirm you have read, understood and agreed to the conditions of use in borrowing a boat as documented in the latest 'Safety and Operating Procedures' section. Parents will need to sign for any eligible juniors (U/18). You will also need to sign on the return of the boat - see signing section below. The form can be completed twice to duplicate so the user has a copy and the club retains one on file as a record .

### **There is a 6 step boat borrowing process**

**Step 1:** Before: You are eligible to book a boat

**Step 2:** Before: You have booked a boat using the Booking Request Sheet in the Look out

**Step 3:** Today - you have been authorized and been allocated a specific boat

**Step 4 :** Today - Your signature on **Signing Out** a boat signifies your confirmation of having read, understood and agreed to be bound by the conditions of use. Please do not sign if you have not read or are unclear about your obligations

**Step 5:** Today - You can enjoy safe use and enjoyable use of the boat

- 1) The authorizing person may assist with rigging the boat and getting you afloat.
- 2) If you are unsure about any rigging aspect please ask.
- 3) Topper rudder and dagger boards are stored in the boat with sails rolled on masts in the racking.
- 4) All other boats have their sails (large and small) stored in the boats along with appropriate rudders and daggerboards
- 5) All three '**Pre- flight boat**' - '**Before boat sailing**' - '**Final Helm setting off**' checks must be carried out after rigging
  - 1. Pre-flight boat checks**
    - i. Bailer in good condition and working
    - ii. Centre plate not cracked
    - iii. Masthead buoyancy fitted (double handers)
  - 2. Before boat sailing checks**
    1. Rudder tied on
    2. Dagger Board tied on
    3. Transom bung in place and drain flaps/bailers closed
  - 3. Final Helm setting off checks**
    - i. Club member to check your boat over in case you have missed anything
    - ii. Safety boat afloat in attendance
    - iii. Recognition of sailing area to be sailed understood – standard area Penhelig and Buoy 7 (out of moorings)
    - iv. Adequate personal buoyancy and clothing is worn by all in the boat

**Step 6:** Today – **Sign return** at the end of boat use and report any damages/losses

#### **'Return checks should be made**

1. Bailer in good condition and working
2. Centre plate not cracked
3. Boat washed down
4. Sail(s) neatly stowed/on the rack, cover on the boat with boom supporting to allow effective draining
5. Boat in designated slot and where necessary supported on tyre under stern protecting the hull
6. Any damages and losses are reported - under the conditions of use you may be liable for the cost
7. Put red "DO NOT USE" tag on the boat- kept in top left drawer under booking form in look out.

<b>Date</b>		<b>Boat - Sail No</b>	
<b>Name of User (if U/18 parent must sign)</b>			
<b>1) Signature of user 'Sign out'</b>			
<b>1) Club official signature 'Sign out'</b>			
<b>2) Signature of user 'Sign return'</b>			
<b>2) Club official signature 'Sign return'</b>			
<b>Damages/Losses reported - Circle 'Yes' or 'No' - if Yes write details on reverse</b>			<b>Yes      No</b>
<b>The club may be able to claim on insurance for damage/loss but a user's account will be required</b>			