

6

Use of CLUB BOATS

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(1) CLUB BOATS

The club is blessed with a significant number of club boats (x28 - March 2023) which are all insured. Over the past few years, the club has applied for grants to purchase brand new boats and equipment for training. The Board has overall responsibility for their use. Maintenance of the club boats is done by volunteers and requires a regular ongoing commitment and cost to ensure they remain serviceable and continue to be usable for future years. However, every boat is valuable and replacement parts often cost the same irrespective of whether the boat is old or new. Please enjoy but respect them.

The newer grant funded boats are specifically for training and reserved for these purposes.

Toppers (Single Hander) x14		Number
1	Topper Red Dixey Red deck	22254
2	Topper Ermintrude Light Grey deck	34415
3	Topper Red Robin Red deck	28598
4	Topper Blue Bird Dark Blue deck	31797
5	Topper Zhik blue deck	46063
6	Topper Knotty Girl	46709
7	Topper MM Stealth Red deck	32849
8	Topper JB special Turquoise deck	43840
RS Feva (Double Hander) x3		Number
F1	Feva	2481
F2	Feva	2482
F3	Feva (**)	8470
ILCA/Laser Single Hander) x6		Number
L1	ILCA 6 Radial + 4.7 rig (**)	220799
L2	ILCA 6 Radial + 4.7 rig (**)	220800
L3	Laser stripes: Reddish Orange	18263
L4	Laser 1 Blue	Missing
L5	Laser Green 52397	52397
L6	Laser Grey	201651

Toppers (Single Hander) x14		Number
9	Topper Light blue Deck	20132
10	Topper Red Deck	45730
11	Topper Red Deck	45800
12	Topper A Floater	43940
13	Topper Stealth Orange deck	13400
14	Topper Blue Deck	29002
x 6	Topper masts + 4.2 sails - 10, 20, 30, 40, 50 and 60 (**)	
GP 14s (Double Hander) x3		Number
G1	GP14	13725
G2	GP14	13726
G3	GP14	13672
Wayfarer (Double/Triple Hander) x1		Number
W1	Wayfarer 11281 (*)	11281
RS Neo (Single Hander) x1		Number
N1	Neo (**)	286

(*) Grant funded - Sport Wales 2022 - 1 boat

(**) Grant funded - Sport Wales 2022 - 4 boats + masts/sails sets

'About the Boat' guidance reference links

Toppers <https://toppersailboats.com/product/topper/>

Fevas <https://www.rssailing.com/project/rs-feva/>

GPs <https://www.gp14.org/about-the-gp14/>

ILCA/Laser <https://ilca.uk>

Wayfarer <https://wayfarer.org.uk/about/about-the-wayfarer/>

RS Neo <https://www.rssailing.com/project/rs-neo/>

'Rigging Overviews' Please do not undo existing DYC set ups as these are set for club use i.e. many users

Toppers PDF <https://toppersailboats.com/wp-content/uploads/2019/05/2019-Topper-Owners-Manual.pdf>

RS Feva PDF <https://www.rssailing.com/wp-content/uploads/guides/RSFevaRiggingGuide.pdf>

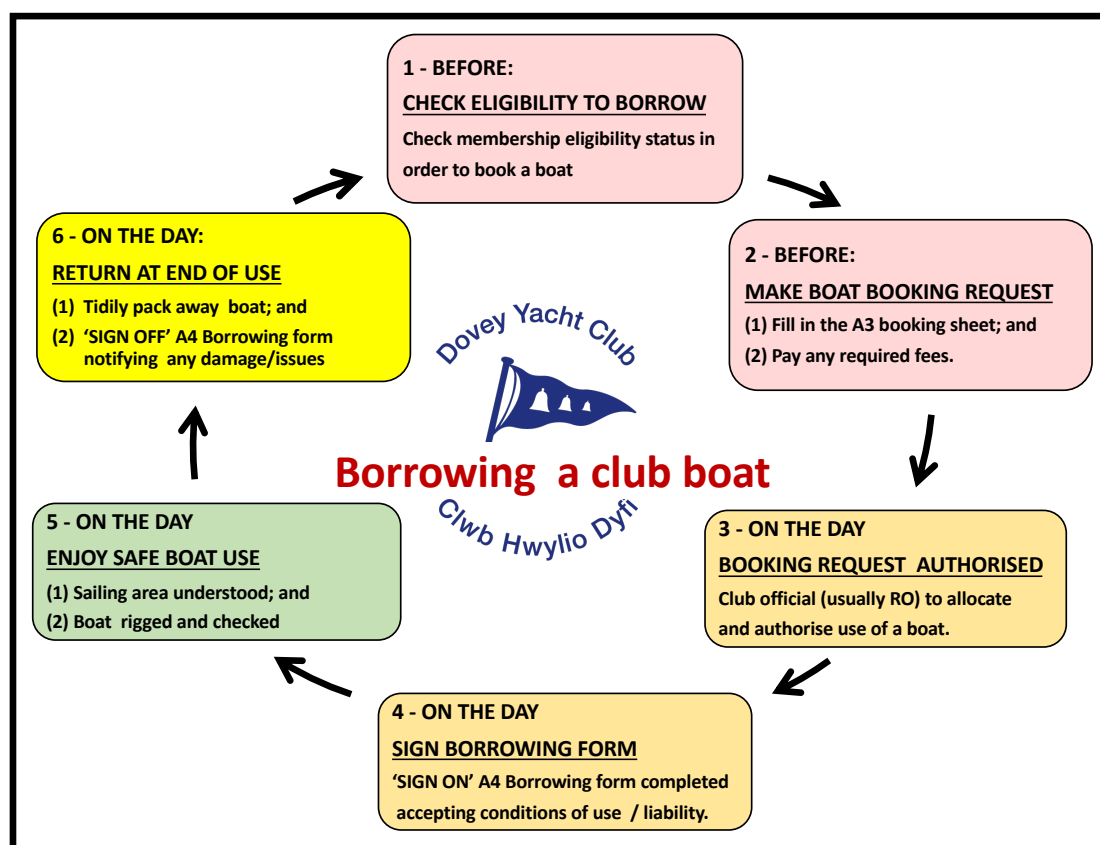
RS Neo PDF https://www.rssailing.com/wp-content/uploads/guides/RS_Neo_rigging_manual.pdf

ILCA VIDEO <https://www.youtube.com/watch?v=w3KbLCxaDmU>

GPs VIDEO https://www.youtube.com/watch?v=bxOM_gagF2Q

Wayfarer VIDEO <https://www.youtube.com/watch?v=AeCJ4n99OIo>

(2) CLUB BOAT BOOKING SYSTEM - SIX STEP PROCESS

**Club Boats can only be borrowed by Full members who also pay the additional annual craft fee**

- If your membership does not include the annual craft fee you must pay the annual club boat fee to use them.
- The annual craft fee includes the insurance premium and contributes to the cost of maintaining the dinghy fleet.
- Juniors (U/18) cannot book out the boats by themselves. This must be done by a responsible adult.
- The six-step process should ensure a simple way of operating a member regulated boat borrowing system.

The boats are for use and to be enjoyed by all club members, but they must be looked after. The newer club boats are specifically allocated for training purposes as conditions of grants

Summary conditions of use

- The 'A3 Booking sheets' and single 'A4 Boat Borrowing Form' to sign in/out are located downstairs in the look out
- Pre- flight and Return checks to be done as indicated on the 'A4 Boat Borrowing Form'
- Club boats are to be used only when a safety boat is on the water, except if approved by a member of the Board.
- All double handed club boats must use mast head buoyancy.
- Adequate personal buoyancy must be securely worn at all times and comply to current regulations.
- You must ask the Race Officer (RO) about the safe sailing area.
- Any damage please inform RO - Sailing Dinghy Manager - Safety Boat Manager (e.g. by WhatsApp)
- Put red "Do Not Use" tag on the boat - kept in the drawer under 'A3 Booking sheets' in look out.

We expect breakages and normal wear and tear, but preventable breakages of the bailer, hull plate (Toppers), centre plate, rudder stock and loss of rudder assembly will be charged for.

- The responsible adult will be liable for all damage
- Current new prices for replacement Topper parts (February 2023):- <https://toppersailboats.com>
- Topper: Hull plate £47 - Bailer £66 - Rudder stock £88 - Rudder Assembly - £325 - Centre Plate £365
- The 'A3 BOOKING SHEETS' to request a boat are kept in the Look Out
- The 'A4 BOAT BORROWING FORM' to be signed by adult before taking the boat and signed to say the boat has been returned undamaged. These are kept in the lookout.

Thank you for your cooperation and for your safe and enjoyable use of a club boat.

(3) NOTES ON THE SIX STEPS TO BORROWING A BOAT

Borrowing a club boat is a Six-step process

Step

1. Eligibility to borrow a boat
2. Booking a club boat
3. Authorisation to borrow a club boat
4. Accepting Conditions of Use and Liability
5. Safe Enjoyment and Use of the Boat
6. The Successful Return of the Boat Ready for the Next User

1. BEFORE: CHECK YOU ARE ELIGIBLE TO BORROW

1. Eligibility to borrow a boat

- 1) Boats can only be booked out by Full Members and those who have paid the annual craft fee.
- 2) Club dinghies are not available for use by Temporary or Social Members.
- 3) If your full membership does not include a craft fee you cannot borrow a boat.
- 4) The craft fee includes the insurance premium and contributes to the cost of maintaining the dinghy fleet.
- 5) A junior is any person under 18 years of age who is included in a Family Membership or is a Junior Member in his/her own right. Juniors cannot book out the boats by themselves. This must be done by a responsible adult.
See points 1 to 4 below
 1. A Junior may only borrow a Club dinghy if the '**A4 Boat Borrowing Form**' has been completed and signed by their parent/guardian/carer and returned to the ring binder folder in the Lookout, under the Race Course Board.
 2. A Junior may book a Club dinghy to take part in an organised event for which they will sign on and for which the Club safety boat is in attendance.
 3. If a Junior wishes to sail a Club dinghy other than an organised event then the booking must be countersigned by an adult who must monitor the junior at all times and be able to summon assistance if necessary.
 4. If the Club safety boat is manned, in the same area and in radio contact with the shore, then supervision may be undertaken from the shore otherwise there must be an adult afloat at the same time who has agreed to monitor the Junior on the water.

2. BEFORE: FILL IN THE BOOKING SHEET - A3 SHEET

2. Booking a club boat

- 1) The '**A3 booking sheet**' for this is located in the Lookout under the Race course Board
- 2) There is currently no electronic booking system - we have a simple paper based system
- 3) ADVANCE BOOKINGS may be made up to one week in advance of use, for up to two sessions (mornings 10.00 to 13.00, afternoons 13.00 onwards); During 'Dovey Fortnight' the afternoon will consist of two sessions 13.00 to 15.30 and 15.30 to 17.00.
- 4) In addition, if a session is free it can be booked up to 24 hours in advance.
- 5) Block booking for consecutive days is not allowed as this precludes equity of use by others
- 6) Some boats will be required for training, and this will take precedence over other use, especially for grant funded boats.
- 7) During Topper Week, Club boats will be allocated upon request for the week.

3. ON THE DAY: BOOKING REQUEST AUTHORISED - A4 FORM

- 1) Booking a boat does not entitle automatic authorization.
- 2) On the day if you are eligible to borrow a boat (step1) and you have not booked a boat on the A3 sheets (step2) you can ask the Race Officer (RO) to do so. You then follow this Step 3 onwards.
- 3) To be authorised and before the boat is used it must be signed out by both the adult user (with adult counter signature if for a child) and the Race Officer (RO) on the day (or a club official) '**A4 Boat Borrowing Form**'
- 4) Where authorisation is not granted the reason(s) will be explained to you - please respect the decision
- 5) Any unauthorized use of a boat would be not in the spirit of the club, compromise insurance and safety cover and be a breach of the club rules as an RYA accredited training centre.

4. ON THE DAY: 'ACCEPT CONDITIONS OF USE' - A4 FORM

4. Accepting Conditions of Use and Liability

- 1) Club boats are for use and to be enjoyed by all club members, but they must be looked after.
- 2) Any damage or repairs needed should be reported to the authorising person and noted on the sign out and sign in '**A4 Boat Borrowing Form**'.
- 3) We expect breakages and normal wear and tear, but preventable breakages/loss of the bailer, hull plate, centre daggerboard, rudder stock and loss of rudder assembly will be charged for.
- 4) All dinghies are insured by the Club in respect of damage and third-party liability.
- 7) Insurance will not cover irresponsible use of the boat.
- 8) If an insurance claim is likely to be submitted, we would request that you write a short report and give/send it to the authorizing person within 24 hours of the incident. Please be aware that this report will form the basis of the claim and may be asked directly for by the insurance company - in such a case you will be kept informed.
- 9) In settling an insurance claim the club may request you pay the insurance excess, currently set at £50
- 10) You must comply with any directions given by the authorising person in connection with the use of any Club boat.
- 11) Adequate personal buoyancy must be securely worn at all times and comply to current regulations.
- 12) You must ask and have confirmed by the Race Officer (RO) about the safe sailing area.
- 13) If not competing in an organised event, the dinghy must remain in an area bounded by the Inner Buoy (No 7) to the West, and Penhelig to the East. Sailing amongst the moorings is to be avoided as it is potentially dangerous at any state of tide.
- 14) Boats are to be used only when a safety boat is on the water, except if approved by a member of the Board.
- 15) A Safety Boat should normally be on service and must be notified before launching.
- 16) The person signing out a dinghy is responsible for carrying out the pre-flight and return checks.
- 17) Good practice would be to also ask a club member to check your boat over in case you have missed anything.
- 18) Although highly unlikely any disputes regarding any incidents will be dealt with under the club's 'Disciplinary and Complaints Policy and Procedures.' This supports and protects the club and user.

'A4 BOAT BORROWING FORM' (steps 4 – sign out and 6 - sign off)**'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.

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

Single page but duplicate one copy for user the other retained on file by the club

5. ON THE DAY: ENJOY SAFE BOAT USE

5. The safe use and enjoyment of the boat

- 1) The authorised person may assist with rigging the boat and getting you afloat.
- 2) If you are unsure about any rigging aspect please ask.
- 3) Refer to the links earlier in this document for reference.
- 4) Topper rudder and dagger boards are stored in the boat with sails rolled on masts in the racking.
- 5) Feva, ILCA/Laser, GP14 and Neo sails are located in the boats along with appropriate rudders and daggerboards.
- 6) 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**
 - i. Rudder tied on.
 - ii. Transom bung in place and drain flaps/bailers closed.
 - iii. Dagger Board tied on.
 3. **Final Helm setting off checks**
 - i. Another club member to ideally check your boat over in case you have missed anything.
 - ii. Safety boat afloat in attendance.
 - iii. Defined sailing area to be sailed in known.
 - iv. Adequate personal buoyancy and clothing is worn by all in the boat.

6. ON THE DAY: SIGN OFF AT THE END OF BOAT USE – A4 Form

6. Safe Return of the Boat Ready for the Next User

'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 or repairs are reported – please be prepared to give a written account of how occurred .
 7. Put red "DO NOT USE" tag on the boat.
 8. '**A4 Boat BorrowingForm**' to be signed for the second time to say the boat has been returned undamaged/damaged.
- ✓ **Thank you for your cooperation and hope that you really enjoy the use of a club boat.**
- ✓ **We wish to ensure that the next user of the club boat you used has equal enjoyment.**
- ✓ **Please pass on any constructive suggestions for improving the club boat borrowing system so it can be as simple as possible but proving clarity of process and responsibilities for all.**

(4) FREQUENTLY ASKED QUESTIONS We hope these are of use.

1. BEFORE: CHECK ELIGIBILITY TO BOOK

Q1 Why are only full members and those paying a craft fee eligible to borrow a club boat?

We need to ensure that the investment and maintenance expense of retaining club boats is protected. This is also the confirmed arrangement with our insurers. At present we do not operate a one-off usage charge

Q2 I am not a full member paying a craft fee but would be willing to pay an additional amount to use a club boat. Why cannot I do that?

You can on the day upgrade your membership to full and a craft fee but we do not at present offer a one off charge. This is the confirmed arrangement with our insurers.

Q3 Why can Juniors (U/18) members not book out boats for themselves?

As an RYA accredited Centre we want to promote junior sailing. However because of our duty of care we need a responsible adult to take responsibility for the Junior, irrespective of their competence. There may also be financial obligations should the situation arise for damages/repairs.

Q4 What happens about eligibility for borrowing a boat for Windy Club on Thursday?

Windy Club is a development activity where different agreements exist for borrowing a club boat. Bookings do not need to be done on the A3 sheets. However the principle of booking through WebCollect, authorisation and hand over/return processes on the day are the same.

Q5 I noticed on the A3 booking sheet that there appears to be a booking made by a member who does not seem eligible in my view to book. I know I am so can I cross their name out and replace it with mine?

No. Thank you for your diligence. Please draw the matter to a club official's attention asap and we will clarify the situation so that the bookings criteria is met by those eligible.

2. BEFORE: MAKE BOOKING REQUEST - A3 SHEET

Q6	When signing up on Web Collect for racing/activities I ticked 'Yes' to request a club boat. Do I still need to complete the A3 booking sheet, especially if I am not in Aberdovey and unable to physically get to the club?
Yes. You need to make arrangements for the A3 hard copy booking sheet to be completed. We cannot confirm what bookings are on the A3 sheet and WebCollect. So you could be asking to borrow a boat when it is already booked. Until a live electronic boat booking system is in place there will always be limitations to a paper based central location booking system.	
Q7	Am I correct in believing that I can book a boat one week in advance for two sessions which could be on the same day or for one session each on different days?
Yes. Morning sessions are 09:00 to 1:00 and afternoons 1:00 to 17:00. Please note during Dovey Fortnight though that there two sessions in the afternoon so three on the day including the morning (1) 09:00 to 13:00 (2) 13:00 to 15:30 (3) 15:30 to 17:00	
Q8	Why cannot I block book consecutive days in a week? I would prefer to book a boat and use it for a number of days in a row?
This is simply one of equity of access. A club boat is not there to be exclusively reserved outright by one person on a number of days in one advance booking request. It is only fair to all eligible members that they can have access to borrowing a boat as much as you would enjoy it. Advance bookings can be made a week ahead but for only two sessions at a time. After that you will only be able to book a club boat 24 hours ahead for that week. You may well end up through these arrangements sailing the same/different boat(s) for the week and in essence have block use. However the booking system will have allowed others to have the opportunity.	
Q9	Can I book myself as 'first reserve' on the 'A3 booking sheets' in case the booking defaults?
No. We want to ensure that the club boats are used as much as possible however we need to keep a simple system in place. Please do not start adding reserve booking to the A3 sheets. On the day if a booking has not been fulfilled please point this out to a club official who will try to contact the person who made the booking. They may be late for a session for very good reason as frustrating as it might seem with a boat seemingly unused. As a principle if a boat is booked and not being used within 1 hour of its session start time and despite every effort being made to contact the booking person then the boat will be allocated on a standby arrangement to someone who wishes to sail.	
Q10	I have made a booking which I know I can no longer fulfil. What do I do?
As soon as possible please cross you name out on the 'A3 booking sheets' so others may have the opportunity to book the boat. It would also be useful if you could let members know via the DYC Sailing WhatsApp that a slot has become available. You are not obliged to give a reason. If you are uncomfortable or not able to post on the WhatsApp group please ask a club official to do so.	
Q11	What happens if I make a booking and do not use it?
At peak times demand for boats will be high. This is therefore likely to have led to another member being unable to use the boat. The club reserves the right to cancel any future bookings should this be regular occurrence.	
Q12	I have booked a boat but have my eye on another which on booking was not available. On the day it is just sitting there with the cover on/off - if it is not being used can I take that instead?
Initially no. There may be good reason it is not being used e.g. it is booked and the person is delayed, the boat requires repair/maintenance or it is going to be used later in the session for training. However please bring this to the authorising person on the day's attention as it may be possible. Bear in mind that there also may be members who were not able to book any boats and may be waiting on 'standby'. They would have preference but something could be negotiated between all.	
Q13	If I am booking a boat as a full member paying a craft fee can I have a non-member crewing it?
Yes and No! All those who book the club boats must be full members paying a craft fee. We are keen to encourage people to get sailing. Any crew using a club boat on more than one occasions should sign up for temporary or full membership.	

3. ON THE DAY: BOOKING REQUEST AUTHORISED - A4 FORM

Q14 I do not know who the Race Officer (RO) is who can authorise use of the boat. I want to follow the correct procedures but do not want to sit around wasting time when I could be sailing

Please just ask. You will be soon pointed in the right direction of the person you need to speak to.

4. ON THE DAY: ACCEPT CONDITIONS OF USE - A4 FORM

Q15 I am worried about my liability as I know that for instance items can cost over £500 for replacement. Do I really have to pay?

Please be assured that we do not want to dissuade or penalise people from borrowing a club boat. The annual craft fee you pay covers the insurance. However we do need to protect the club's assets and have defined procedures in place. We expect breakages and normal wear and tear, but preventable breakages/loss of the bailer, hull plate, centre daggerboard, rudder stock and loss of rudder assembly will be charged for. If we are in a position to put an insurance claim in we will do so but if that is rejected or a claim is not submitted you will be liable. If the claim is successful, you will be asked to pay for the insurance excess (currently £50).

5. ON THE DAY: ENJOY SAFE BOAT USE

Q16 I am not familiar with rigging the boat I have booked to borrow. Where can I get some help?

Please read in advance the guidance links for the relevant boat in this document. These are on page 1 of this section. The authorising person on the day will be able to help as will fellow club sailors. If in doubt better to ask.

Q17 I am not confident in continuing with my booking on the day as conditions might be too much for me.

Safety is paramount and the authorising person will be there to support you. However you should not continue borrowing the boat if there is anything which you think would compromise your ability to do so safely. This might not just be the weather conditions but where you also are not feeling well or perhaps have a less experienced crew in a double hander than you thought you might have when originally making a booking. Please let the club know as soon as possible as there may be others who wish to book the boat for use.

Q18 I have not done much racing but would love to try racing when borrowing the boat.

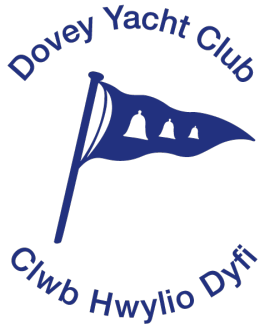
Great but please let the Race Officer (RO) on the day know this so they can advise and support you beforehand and on the water. If you are not sure about anything, please ask any of the other sailors - they will be more than willing to help.

6. ON THE DAY: SIGN OFF AT END OF BOAT USE - A4 FORM

Q19 I came ashore and washed then boat down and put everything away neatly. There were no damages and I had a fantastic time. Do I just leave the boat or do I need to report to anyone?

You must sign on the 'A4 Borrowing Form' to say that you have returned the boat undamaged and it would be good to speak to the Race Officer (RO) or authorising person just to touch base. Presumably you will want to go out again in the near future!

(5) Agreement with Outward Bound



Dovey Yacht Club / Clwb Hwyllo Dyfi

A Company limited by guarantee. Registered in Wales No: 09672634 Registered Office, The Wharf, Aberdyfi, Gwynedd, LL35 0ED Tel: 01654 767607

The Outward Bound Trust
Aberdovey, Gwynedd, Snowdonia LL35
0RA
T: 01654 767464

This is a letter of agreement between Outward Bound Wales and Dovey Yacht Club ~ Clwb Hwyllo Dyfi
For the purposes of training courses or other planned activities we agree to make the following items of equipment available to both parties

- Buoyancy aids waterproofs, wet suits and other personal equipment
- Safety boats
- Sailing dinghies (Vision, Fevas, GP's Toppers, Lasers and Wayfarer - February 2022)

Access will be based on availability on the day and will need to be booked in advance.

Maintaining the equipment will be the responsibility of the owning party but responsibility for care during use will be with the using party. Paying for damage during use will be the responsibility of the using party.

Both DYC ~ CHD and OBW confirm that insurance is in place

Signed on behalf of Outward Bound

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Signed on behalf of Dovey Yacht Club ~ Clwb Hwyllo Dyfi

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