

Standard Operating Procedure

Use of CCYC Rigid Inflatable Boats and Launch

Procedure No	SOP RIB-01	Supersedes	2019 issue
Pages	3	Date Issued	17 May 2021
Prepared by	Laurie Tennant	Authorised by	Mark Hart

This document applies to Club RIBs and launches, including “TinTin”; the term “RIB” applies to both

The primary use of the CCYC RIBs is to support club-run racing. Therefore any other request to use will be considered secondary.

Booking requests will be accepted (subject to availability and priority) for:

- CCYC run regatta
- CCYC official use
- Use in Powerboat or other training run by CCYC
- Use by charitable organisation eg Cowes Sailability, ACF, UKSA
- Use by outside organisation (yacht club)

Charges may apply or a donation may be requested for non-CCYC use.

The Sailing Secretary will maintain a record of bookings for the RIBs. For all bookings other than CCYC regatta use a booking form must be completed and submitted to the Sailing Secretary for agreement and authorisation. In the absence of the Sailing Secretary a Flag Officer may authorise.

A copy of the booking calendar will be maintained on-line and will be available in the Club office.

The general upkeep of the RIBs is the responsibility of the Hon Bosun.

Conditions of use:

1. The RIB Log Book held by the Bosun is to be completed before departure and on return.
2. Only the agreed nominated driver shall drive the RIB. If a change of driver is necessary this needs to be agreed in advance with the Sailing Secretary. The nominated driver must be a member of CCYC in order to be covered by CCYC insurance. Drivers can be given temporary membership subject to evidence of having suitable qualification and experience and giving the Sailing Secretary at least 48 hours notice.
3. The nominated driver shall read the RIB specific data sheet
4. No one shall drive the RIB while under the influence of drugs or alcohol. For this purpose the UK drink driving limit shall apply.

5. When operating outside of Cowes harbour the RIB shall carry a minimum crew of two unless authorised by the Sailing Secretary.
6. All persons on the RIB shall wear adequate personal buoyancy at all times.
7. The driver shall use the kill-cord at all times.
8. The VHF radio is only to be used by persons holding a VHF operator's license.
9. The RIB shall be returned full of fuel. In cases when this cannot be achieved due to fuelling facilities being closed then the Bosun should be informed.
10. The RIBS shall only be launched by persons that have been approved to use the CCYC cranes. Care must be taken to ensure the correct lifting strops are used. If in doubt consult the Hon Bosun.
11. On return the RIB shall be berthed or lifted from the water as directed by the Hon Bosun.
12. Any damage must be reported as soon as possible to Hon Bosun.
13. RIB driving shall be in accordance with Cowes Harbour Bye-laws and such other regulations as may be in force from time to time.
14. While in use for training purposes, adherence to these conditions is the responsibility jointly of the driver and the course instructor.
15. CCYC insurance allows the Club to borrow boats for Club use on up to six occasions per year. Any such occurrences will be recorded by the Sailing Secretary.
16. If a CCYC RIB is loaned to another yacht club the boat must either: a) be driven by a CCYC club member; or b) the loaning club must add the boat to its own insurance policy (it is understood that all Cowes based clubs except GSC use the RYA recommended insurers so the additional premium should be reasonable). In the event of b) written confirmation is required.
17. CCYC RIBs are not available for charter as: a) they are not "coded"; and b) it is not permitted by the Club's insurance policy.

Contacts:

Rear Commodore Sailing	Lisa Guy	rearcommodore.sailing@ccyc.org.uk	07714 517776
Sailing Secretary	Laurie Tennant	racing@ccyc.org.uk	07740 648991
Hon Bosun	Ralph Hillier	kath.ralph@gmail.com	07748 563305
Chief Instructor	Clive Blount	csblount@aol.com	07950 684874
CCYC Secretary	Wendy Owens	secretary@ccyc.org.uk	01983 296333

Summary of Conditions of Use

	1	2	3	4	5
Type of Use	CCYC run regatta	CCYC official use	CCYC Training	Use by outside organisation (yacht club)	Use by charitable organisation
Who can drive?	Sailing Secretary-approved driver (normally at least RYA PB2)	Sailing Committee approved driver (normally at least RYA PB2)	Drivers to be under the supervision of the course instructor	Nominated driver - At least RYA PB2	CCYC member - At least RYA PB2
Cost	Expect event to cover fuel + contribution to sailing account	CCYC to cover cost of fuel	Fuel cost covered by course fee	Donation to CCYC by user	No charge
Fuel	RIB to be fully fuelled on departure. To be returned fully fuelled.	RIB to be fully fuelled on departure. To be returned fully fuelled.	RIB to be fully fuelled on departure. To be returned fully fuelled.	RIB to be fully fuelled on departure. To be returned fully fuelled.	RIB to be fully fuelled on departure. To be returned fully fuelled.
Insurance	CCYC insurance	CCYC insurance	CCYC insurance	Insurance to be arranged by loanee unless CCYC member driver	CCYC insurance