



Boat House: Boat Launching and Retrieving Guidelines:

These guidelines are to be used by APYAC designated members for the induction of new boat owners, owners that may have had their boat transferred to a different berth and members who wish to hire a club owned boat.

1. The member, if a hirer, is to be made aware of the APYAC Risk Waiver Form and the Boat Hire Terms and Conditions. Boat owners needing induction will have to be made aware of the Boat House Terms and Conditions and the Boat House Regulations and By-Laws. The documents are available on the APYAC website.
2. The members will be instructed on the boat house seaward door opening and closing procedures associated with taking a boat out and returning a boat to the boat house. This will include instructions on the storm barriers and leaving the storm barriers as one finds them.
3. The members will be instructed in how the boat is aligned for lifting to prepare for launching, the use of the gantry crane and how the crane is operated. If the member requires instructions on a chain block hoist or the electric hoists, then this will also be instructed.
4. The members will be instructed on how to safely launch and retrieve the boat. This includes an understanding of the boat lifting slings or chains if used, and the need to have the slings or chains clear and ready for use before returning to the boat house gantry.
5. The members will be instructed on how to position the boat on its dolly for the optimum balance and maneuverability. If an owner's boat is in an upper berth, transferring a boat to or from an electric chain hoist to or from a gantry crane will be instructed.
6. Before taking a boat out of the boat house the member will be required to fill in the safety data trip sheet with the days Date, the Registration Number of the Boat, the Name of the person and each Passengers Name, a Contact Phone Number, Time of Departure, and Time of Arrival when safely back at the boat house.
7. The boat if launched by a new boat owner or a hirer must be operated for at least 20 minutes at sea to familiarize themselves with the boat's operation.

8. When the boat is returned to the boat house, the boat exterior should be hosed down, the motor flushed, and the inside of the boat presented in a clean state.
9. If any incident occurs in the operation of the boat or if any damage is incurred the hirer should immediately report this to the Boat House Captain or Management.
10. A hirer will arrange the hire of a club boat through the APYAC Website Angling/Boat Hire, and the access to the Boat House will be granted on the member's fob/card for a period of 24 hours. A key to the East aisle seaward door is placed in the Hire boat glove box for re-entry on return.
11. After a satisfactory induction, the details citing the date of induction, the person's name, contact number, Marine Licence number, registration of boat used, any special comments and the name of the instructor will be recorded. An Induction Checklist will be signed by the member to acknowledge the induction and filed in the Boat House.
12. An Excel record of who has been inducted will be placed in the Boat House APYAC SharePoint web file.