



## **GOSFORD SAILING CLUB LTD**

### **Marina & Club Facility Policy**

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## **INTRODUCTION**

Gosford Sailing Club Ltd. is the sole owner and operator of the marina facility. The Board of Gosford Sailing Club is the governing body regarding the operating and regulation of this facility.

The marina was provided for the benefit of members and guests to enjoy all aquatic activities undertaken by the Club. Primarily the facility is to provide for the sport of sailing, with the inclusion of any other aquatic related activities approved by the Board. The facility provides for guests to visit and patronise our Club. It is important to remember that this is a private marina operated by the Club and as such, all users are expected to abide by the Club and Marina Regulations.

The marina was never intended as a maintenance or repair facility. However, forms of general maintenance or repair approved may be undertaken in accordance with this Policy. Contractors shall abide by the regulations outlined.

This information is provided for all users of this facility.

## **DEFINITIONS**

GSC- means Gosford Sailing Club Ltd., referred to as "the Club"

CCGFC- Central Coast Game Fishing Club

Marina Manager- The person appointed by the Board to manage the facility

Marina Assistant- A person appointed by the Marina Manager to assist in the management of the facility

Marina- All floating and fixed structures on the Club's land over water, including the hardstand area, rigging area, launching area, boat storage area, storage area or other area used for aquatic activity in and or near the Club. This shall include any Club swing moorings. Also, known as the Facility or Structure.

BIA- New South Wales Boating Industry Association

EPA- Environmental Protection Agency

Contractor/ sub-contractor- A person other than a boat owner, who is not an employee of the BIA or GSC and is engaged to undertake repair, maintenance or service work on vessels within the marina. To be referred to as a contractor.

Berthing- includes any short or long term mooring or placement of a vessel to the facility including any trailer, trolley or transport device.

Marina User- those people authorised by the Club to use the facility

Volunteer- those members offering services in a Club, Sailing or Sailability capacity

Mooring-the attachment or placement of a vessel in or to the facility

Senior Staff- defined in Club By-Laws

S.I. - The International System of Units (Système International) the metric system.

Delegated Person- A member working under delegated duties limited to the authority granted by the Marina Manager.

Responsible Person- defined in the Crimes Act 1940

MIA- Marina Industry Association

PPC- Personal protective clothing

## **GOVERNING LEGISLATIONS (NOT LIMITING)**

Gosford Sailing Club Constitution

Gosford Sailing Club By-Laws

Gosford Sailing Club Disciplinary Policy

Gosford Sailing Club Code of Conduct

CCGFC Constitution

CCGFC By-Laws

CCGFC Angling Rules

Crimes Act 1940

Protection of the Environment Operations Act 1997

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Marine Pollution Act 2012

Marine Safety Act 1998

Maritime Services Act 1935

Navigation Act 1901

Registered Clubs Act 2010

## **POSTING OF NOTICE**

This document shall be available to all Marina Users on the Club website.

It is the responsibility of all facility users to maintain currency to the Policy, regulations and current operational standards to the facility.

Safety and currency items will be posted on the Club website or in emergency situations relayed to users.

## **PROCEDURAL FORMS**

All documents relating to berthing in annexures mentioned shall be available in person at the Marina Managers Office, GSC Office during working hours and the Bar Supervisor out of normal trading hours.

No berthing is permitted without express permission by management.

# MARINA REGULATIONS

## MANAGEMENT

The Marina Manager shall manage this facility in accordance with these regulations and the direction of the Board.

Management reserves the right to refuse access to any contractor or individual.

All berthing must be approved by the Marina Manager.

Should a conflict occur between a member/visitor and the Marina Manager that cannot be resolved by these regulations, the aggrieved party may appeal to the Board. That appeal must be in an acknowledged form of written communication.

Marina/Facility Fees will be determined and reviewed by the Board regularly.

Management may at its sole discretion, move a vessel to another mooring or area and shall not be liable in negligence or otherwise for any damage to or loss or theft of the vessel, its fittings and accessories of any goods and effects therein occurring because of any such move.

Marina Assistants work under the authority of the Marina Manager.

Volunteers work under the direction of the Marina Manager.

Delegated person/s work under the direction of the Marina Manager.

Any member in contravention of this policy may be liable to GSC By-Laws and subsequent disciplinary actions.

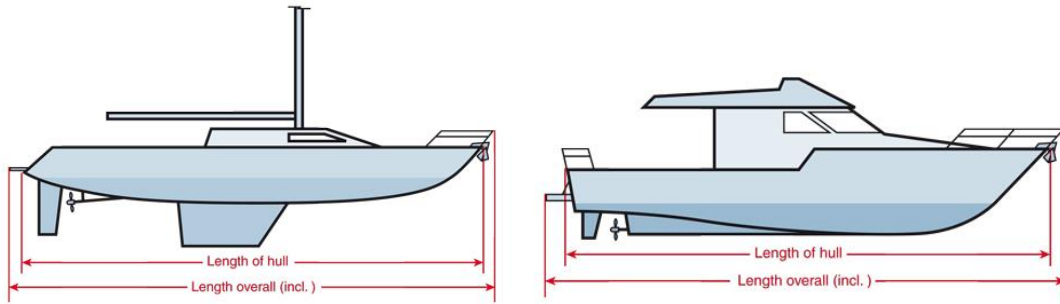
## MEASUREMENT

The measurement of a vessel shall be determined by the Club. The guideline for the length and beam of a vessel is included below. The Club reserves the measurement of vessels regardless of manufacturer's specifications, the S.I. system shall be accepted for measurement and determined by the Marina Manager.

The measurement of a vessel shall determine its ability to use or occupy the facility.

### **Length/Beam/Displacement/Height**

The length of a vessel shall be determined from the extreme bow including any sprit, rigging, anchor or temporary appendage to the extreme rear of the vessel including any structure, davit, dingy, rigging or bumpkin.



The beam of a vessel shall be determined from the extreme port to starboard hull and include any rigging, outrigger or other structure outside the hull.

The displacement of a vessel shall be determined by the Marina manager and manufacturer's recommendation with full vessel capacity. This may include any device required to manoeuvre the vessel in the facility.

The height of a vessel shall be determined from the lowest point of draught to the extreme of any vertical structure include any rigging, aerial or other structure.

The Marina Manager may allocate berths or facility areas appropriate to vessels complying to the management requirement.

The Marina Manager may allow oversize vessels to berth. The oversize length must comply to no more than 18% of the berth allocated. Oversize vessels in berths need to comply with navigation and safety for other facility users.

Oversize vessels shall be subject to an oversize fee.

Any modification altering measurement to a vessel under licence or berthing permission in the facility shall inform the Marina Manager prior to any such alteration.

Berthing agreement may be nullified on modification.

Licence agreement may be nullified on modification.

## **BERTHING**

**Permanent Berths** are those areas inside the Marina structure.

Access to Permanent Berths is strictly limited to Licensees (owners) only. Entry to this area is not permitted to other vessels without the prior approval of the Marina Manager.

**Casual Berths** are the areas on the outside perimeters of both the Northern and Southern Arms and other floating structures including Club swing moorings, some parts of the hardstand/rigging/storage area or other Club property.

Casual Berthing in the designated areas is available during daylight and Club trading hours only. Overnight Berthing may be permitted on application to Marina Manager. A registration form can be obtained from the Marina Manager, the Club Office or Bar Staff. Contact must be made prior to and confirmed before berthing. The Marina

Assistant, volunteer or senior staff member present at the club in the absence of the Marina Manager may determine the casual berthing arrangement.

Berthing Fees apply per the following categories; -

- Dependant on a vessels LOA (length overall)
- Dependant on a vessels beam (width)
- Dependant on a vessels displacement
- Dependant on Water or power supply needs
- Dependant on trailer/trolley and crane needs
- Dependant on storage area availability and vessel usage
- GSC Sailing, Life, Fully Paid and Boat Owner Members
- Temporary or visitor membership
- Period of berthing
- Regatta or event negotiated
- Other determined by the Board

**Loading Zones** include the most western sides and ends of both arms and are designated zones for “drop off” and “pick up” only.

Loading Zones are to be used only for dropping off or picking up of people and/or supplies and equipment. Under no circumstances may vessels be berthed or tethered in these areas.

**Hardstand-** that area designated for the storage of Etchells or other trailer/trolley bound vessels.

**Boat Shed-** that area designated for the storage of appropriate sized vessels within the Club House.

**Rigging/Launching Area-** that area designated for the rigging and launching of vessels for aquatic activity.

**Designated areas-** those areas designated by the Marina Manager for a specific purpose either permanently or on a temporary basis. Signage may be placed regarding any such areas.

Facility users may not occupy, reside temporarily or permanently on the facility without the Marina Manager’s approval or regulatory requirement.

## MOORING

All facility users shall comply with the directions and/or recommendations of the marina Manager regarding the secure mooring or storage of vessels.

Mooring lines must be appropriate to the overall size and displacement of the vessel accommodated in the berth as outlined in the following table: -

Vessel length	Silver Rope	Nylon Rope	Braided Rope
Up to 8metres	12 mm	10mm	8mm
8–10 metres	14mm	10mm	10mm
10-12 metres	16mm	14mm	10mm
12-14 metres	18mm	16mm	12mm
14– 15 metres	20mm	18mm	14mm
15 + metres	24mm	20mm	N/A

The rope and layouts are recommended minimums and the final set-up will vary according to the size and positioning of the strong points of the vessel.

The final installation must be at least equivalent to these standard requirements. All mooring lines are to be spliced. All splices to have minimum four tucks per splice. Installation of new mooring lines must be reported to the Marina Manager, as soon as possible, to arrange for an inspection.

It is the responsibility of each user to moor/secure/store their vessel in a manner adequate for that vessel to be secure and not cause any damage.

All marina users shall ensure mooring/power and water lines are neatly and safely placed for the free movement and use of the facility and all facility users.

## **MARINA USERS**

**Delegated User-** a delegated user includes any person authorised by the Marina Manager or the Board to allow operation of the facility for an authorised activity.

**Licensees-** A member/s under contract with the Club for the use of berth.

**Marina Tenant-** A member or person/s under a sub-contract of a licensee for the use of a berth or a person under an agreement with the Club for use of the Hardstand, Boat Storage area or any other area designated by the Club.

**Marina Facility User-** a member authorised for limited use of the facility

**Casual-** A member or person/s occupying the facility, including a swing mooring on a short term and management negotiated basis.

**Visitor-** A visitor is considered a person or party that is a non-member of the Club, approved by the Marina Manager or delegated person to utilise the facility.

**Contractor-** A person contracted or sub-contracted to undertake commercial activities upon the facility.

**Guest-** A guest is the responsibility of the marina user. Guests are those members/non-members that are associated to a moored or berthed vessel. Guests may include but are not limited to those persons visiting a vessel on the facility or those invited to observe an event or occurrence.

Facility users are entitled to use various facilities offered under terms of agreement for the payment of services and level of berthing or usage. The facilities made available are detailed in each contract undertaken with management.

## **ACCESS**

Access to the facility is authorised by the Marina Manager.

Access may be restricted or refused by the Marina Manager due to safety or maintenance.



Access to the gated area of the facility is by issue and use of an electronic Fob or Key. The gate is not to be restrained in an open position. Bar staff may access the area on behalf of a facility user out of Marina Manager's hours of operation.

Access to the Boat Storage area is provided by the Marina Manager during working hours. Bar staff may access the area on behalf of a facility user out of Marina Manager's hours of operation.

Access to the rigging area of the facility is provided by the Marina Manager during working hours. Bar staff may access the area on behalf of a facility user out of the Marina Manager's hours of operation. This includes the gate at the south, and the chain at the north of the Club.

Access to the Marina Manager's office outside working or attended hours is restricted to authorised persons only.

## **SECURITY**

The Marina Manager or delegated person is responsible for securing the facility during working hours or during authorised events.

Facility users are responsible for securing that part of the facility under their use outside working hours.

All users are required to maintain vigilance and report any suspicious activity to Marina Management or an appropriate authority.

The Marina area may be monitored by CCTV (Closed Circuit Television).

Marina casual/visitor or other shall return the access device to management during working hours. Otherwise they shall drop marina access devices in the key drop box inside the gate upon departure.

A lost or missing access device must be reported to the Marina Manager or Senior staff member immediately.

A fee will be charged for a lost or missing access device.

## **CONTRACT WORK**

All contractors are required to register with GSC Marina Management prior to the commencement of any work on any vessel on the Marina. A BIA Contractors' Information Package is available from the GSC Administration Office during Office hours or from Marina Management. Failure to comply with this will result in the Contractor being asked to leave the Marina. Only those Contractors with current Insurances as detailed below will be permitted to undertake work in the Marina.

Required Insurance Information

1. Public Liability Insurance – minimum value \$10 million
2. Ship Repairers Liability – minimum value \$10 million
3. Workers Compensation – unless sole trader
4. Sole traders will need Personal Accident Cover
5. BIA Marine Card (preferable)

All contractors shall contact Marina Management to apply for the Contractor Registration Agreement. Additional conditions relating to the following procedures are described in the Contractor Registration Agreement.

- Working at heights.
- Spills and leaks
- Explosive Power Tools
- Machine guarding
- Risk Assessment
- Developing a Safe Work Method Statement
- Confined space entry
- Diving
- Electrical
- Hot work/welding
- Hazardous substances.

## **FUEL**

Fuelling of vessels on this facility shall comply with the Marina Managers requirements.

Facility users may not decant fuel or refuel vessels unless authorised by the Marina Manager.

Contractors shall contact the Marina Manager for approval prior to any fuelling process.

Once approved an area shall be designated for each fuelling process.

## **BOAT SHED**

Storage agreements are negotiated with the Marina Manager.

Rack storage facilities are allocated and subject to an agreement between the Club and the boat owner. The use of racks and other internal storage is determined by the Marina Manager.

All passageways shall remain free from obstruction and controlled by the Marina Manager.

Roller door/external access is determined by the Marina Manager.

## **LAUNCHING & RETRIEVAL OF VESSELS**

A vessel may only be launched or retrieved with the authority of the Marina Manager. The Mariner Manager may delegate this authority.

The method of launching or beaching must be approved by the Marina Manager.

No person may occupy a vessel on a trolley or trailer during launch or retrieval.

## **NAVIGATION**

Facility users must comply to safe vessel handling and navigation whilst in and near the facility.

A speed limit of 4 knots is in place whilst in the marina.

Users shall comply to all Roads & Maritime regulatory notices.

## **ENVIRONMENT PROTECTION/ WASTE**

Facility users are expected to recycle waste where appropriate. The facility provides appropriate waste bins for recycling and general waste.

All areas of the facility shall be the responsibility of the user. All waste shall be disposed of in the proper manner.

Should a waste container be full, the marina user shall dispose of the waste remote from the facility.

Oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste must be taken off-site. Industrial waste must be disposed of per environmental legislation.

No facility user shall discharge toilets, oil, toxic/hazardous chemicals, spirits, inflammables or empty bilges or waste tanks in the Marina waters.

Facility users must be authorised by the Marina Manager to undertake any works or repairs including but not limited to:

- The sanding, scraping or grinding of timbers, metals and fibreglass, particularly on external surfaces.
- Painting of any nature.
- Use of chemicals on exterior surfaces other than bio degradable detergents.

## **FIRE/EMERGENCY DEVICES**

Fire reels/hydrants or extinguishers are supplied for use in emergency fire situations only. Facility users shall not use these devices for any activity other than emergency fire suppression or rescue situations.

## **CRANE**

Use and access of the Club crane is authorised by the Marina Manager.

The Marina Manager may authorise persons to use the crane. Only certified persons shall operate the crane.

The use of the crane is provided for;

- Primarily the launching and retrieval of appropriate vessels.
- Or other uses as determined or authorised by the Marina Manager.

External crane services must be approved by the Marina Manager.

## **PUMP OUT FACILITY**

The marina pump out facility is provided for authorised marina users.

The facility is for sewage tank pump out only.

The connections must comply to Club requirements and be of clam/cleat fitting.

Use of the system shall be metered.

The service is available during the Marina Manager's working hours only. Contact must be made with management prior to use.

## **MARINA TROLLEY/CART**

The marina trolleys are provided to assist facility users to move goods and chattels to and from berthed vessels.

Facility users are not to overload any trolley.

The trolleys are to be returned promptly after use to the assigned facility area.

No person or pet are to be conveyed in the marina trolleys.

## **POWER**

Connection of vessels to the shore-based power supply shall comply with the following; -

- The boat's low voltage electrical system and the supply lead for connection to the shore based power supply must comply with AS3004.
- These requirements are in addition to the need for electrical systems on vessels to be certified as compliant with regulations and standards.
- The electrical supply at the GSC Marina is 240 volts at 50Hz single phase supplied by socket outlets which will accommodate standard Australian plugs. Connection to the 240-volt single phase supply shall be via a 15amp 3-pin plug with an IP rating of IP56 (dust proof and weather proof to heavy seas force). Plug tops with an IP56 rating can be identified by the screwed locking ring – see the illustration below. The locking ring must be screwed to the socket outlet to provide the required protection. 3-pin plugs with a rating of less than IP56 are not permitted.



- Supply leads shall be heavy duty flexible cords (complying with AS/NZS 3191 or AS/NZS 5000.1) with a minimum current rating of 15 amps. The maximum length shall not exceed 25 metres. Supply leads used for connecting the

vessel to the shore based electricity supply shall have a minimum current rating of 15 amps and comply with the requirements of AS3004. In addition, the supply lead shall be inspected and tested by a licensed electrical contractor, or other suitably qualified competent person as agreed to by the GSC Marina Manager, at intervals not exceeding 12 months. An inspection tag shall be fitted to the supply lead within 1 metre of the supply lead plug.

- Precautions should be taken to prevent the supply lead from sagging or falling into the water and, particularly, to prevent either end of the supply lead falling into the water should it become disengaged.
- Only 1 (ONE) supply lead is to be connected to any socket outlet. The use of double adaptors or power boards is prohibited without permission from the GSC Marina Office.
- The supply lead should be in one length. However, if two leads are joined together they shall be connected using approved extension cord plugs & sockets with a minimum IP rating of IP56. Leads should not be used coiled as coiled leads generate heat and can damage the supply lead.

*Note: The entry of moisture and salt into the boat's appliance inlet may cause a hazard. Please examine carefully and clean before connecting to the facility electrical supply. It is dangerous for unskilled persons to attempt repairs or alterations. If any difficulty arises consult the Marina Manager or your licensed electrical contractor.*

Prior to leaving a mooring a facility user shall; -

- Ensure that the facility electricity supply is switched off and the supply lead is disconnected.
- That the supply lead should be disconnected from the facility socket outlet first, and then from the boat's appliance inlet. Any cover that may be provided to protect the appliance inlet from the weather should be securely replaced.
- That the supply lead should be coiled up and stored in a dry location where it will not be damaged.

If the cord extension set is non-compliant with the above requirements the boat owner will be requested to make these compliant by a specific date. If after that date, the cord extension set is still non-compliant it will be disconnected from the shore supply. If a cord extension set is found to be dangerous the GSC Marina staff will immediately disconnect the extension cord set from the shore supply.

## **WATER**

All water connections from the facility to a vessel shall be monitored by a responsible person during use.

Water connections and hoses will be leak proof and secure.

Facility users shall abide by any water restrictions applicable.

Hoses will be provided to rigging and hardstand areas by the Club. The last user of these hoses shall ensure proper storage.

## **SHOWER/TOILET FACILITIES**

Authorised facility users may access and use the lower level Club shower and toilet facilities.

## **PETS**

All pets are to be properly controlled and under responsible supervision whilst on the facility.

Pet waste is to be removed from the facility by the responsible supervisor as soon as practical and so as not to cause distress to any other user.

Pets are not permitted in the boat storage area.

Pets are not permitted in the Marina Manager's office.

Guide dogs are permitted for visually impaired users.

## **SPONSORED ACTIVITIES**

All sponsored activities shall comply to the Marina Manager's requests. Management may request documentation of policy/guidelines relevant to the activity.

The Marina Manager shall ensure there is no conflict between Marina and Club sponsorship activities.

The Marina Manager is responsible for the display of flags, signage or other sponsorship display material upon the facility.

The Marina Manager may delegate or authorise persons for various activities under these regulations relevant to the sponsored activity and use of the facility.

## **STRUCTURE**

No modification to the facility shall be undertaken by any marina user.

Modification or enhancement requests shall be submitted to the Marina Manager for consideration.

## **HEALTH AND SAFETY**

Facility users shall obey signage placed on the facility by management.

Facility users shall wear appropriate PPC for using facility areas.

Facility users shall obey any Safe Work Guideline or the Club Policy for the area in use at the time.

Facility users shall wear appropriate footwear for the area of the facility being used.

Facility users should be aware of the guidelines for severe weather incidents, fire incidents or other emergency incidents.

Motorised or wheeled disability devices such as wheel chairs, scooters and walking frames are permitted for users requiring such devices.

Any injury shall be reported to management immediately.

## **DAMAGE**

Any damage to the facility or other property within the facility by a user shall be reported immediately to management.

Marina users are responsible for any damages incurred to the structure, piles, or other property caused by their vessel or equipment attached to their vessel. Property damaged by a contractor or individual will be repaired at that person's expense.

The Marina user shall be solely liable for the care and protection of his/her vessel, its fittings, accessories and contents and for any loss or damage of any nature whatsoever to the vessel, its fittings, accessories and contents.

## **BEHAVIOUR**

Facility users shall keep noise to a minimum and use discretion in operating sound and lighting equipment to cause the minimum amount of annoyance to others.

Facility users shall not use offensive language, or display offensive/lewd behaviour or actions to the annoyance of others.

No flares or other pyrotechnic devices are to be used on the facility without the permission of the Marina Manager or delegated person.

No banners, flags, promotional or sale items contrary to Club management, sponsorship or code of conduct shall be flown or displayed on any vessel, rigging or structure.

Facility users shall keep the security gate closed.

Swimming, fishing, running, diving (except cleaning of hulls) within the marina is prohibited.

No skate boards/scooters/bicycles, motorised transport devices or other devices of the like are to be used on the facility.

Facility users shall comply to all signage placed by management on the facility.

It is the sole responsibility of each marina user to maintain currency of any policy/regulation amendment.

Any facility user breaching these regulations shall be reported to the Board immediately.

The Marina Manager, a Club Executive Board member or the Club Captain have the authority to have a person/s in breach of these regulations removed from the facility.

Any facility user in contravention of these regulations shall be liable to GSC By-Laws and Disciplinary action.

### **POLICY VERSION CONTROL**

<b>No.</b>	<b>Date approved</b>	<b>Sections amended</b>
1	26/04/2017	Initial issue