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## HANDOUT FOR THE INDUCTION OF NEW MEMBERS

### This handout to be given out along with club-

- Yearbook and Programme
- Burgee
- Membership card, your number is: \_\_\_\_\_

### Introduction

- Welcome and introduce ourselves (name & position)
- Have new members introduce themselves (name, boat, interests)
- Tick off list of attendees
- Give out; Yearbook, Burgee, Membership Card/s
- Note PYBC website for further information: <http://pybc.org.nz>

### Club Yearbook and Programme

- **Note:** that the yearbook covers in detail the rules for the club's operation and its programme of events. It is full of useful information about members and the club
- Brief of clubhouse rules
  - No hats to be worn inside the club house (some social function exceptions)
  - No scruffy, torn clothing (reasonable standard of attire at all times)
  - No work boots, smelly, oily overalls
- Explain emergency exits
- Point out toilet facilities
- Explain office hours (currently open Mon, Tues, Wed & Fri between 10am-2pm, Thurs 2pm-6.30pm)
- Explain bar hours (Mon & Tue closed, Wed, Fri, Sat & Sun 4pm-7pm, Thurs 4pm-10pm)

## **Social**

- Thursday evening. **Main club night.** Explain Lucky Number Membership Draw
- Galley open with dinner menu
- Family evening including kids
- Social committee organises many events throughout the year (join in and have fun)
- Adults Christmas party
- Children's Christmas party (under 12 years of age)
- Annual club picnic
- Cruising events

Your club has other informative evenings with guest speakers

## **Yacht Racing**

- Summer series racing on Thursday evening starts at 1830hrs
- Winter racing on alternate Sundays starts at 1330hrs
- Harbour race series – refer to the club yearbook

## **Fishing**

- All fishing is dependent on interest at the time.
- Cruising weekend fishing competitions
- Golden Oldies Take A Kid Fishing competition
- 2 Day fishing competition
- Many other fun fishing days
- Register boat, skipper and other club members

## **Newsletter**

- The weekly club newsletter is essential reading to keep in touch with what is happening in and around your club

## **Services**

### **Dinghy Lockers**

- Available to members for dinghy storage (annual storage fee)
- Entry by swipe card (do not lend your card for security purposes)
- Ensure the dinghy locker door remains closed after use
- Do not force door (if door causes a problem talk with the yard manager)
- Shower (\$2 coin operated) and toilet facility located at the back of the dinghy locker
- Consider your neighbour when storing your dinghy
- Only dinghies are to be stored (no outboards, petrol, paints etc.)
- Dinghies are not to be left tied to the wharf or the walkway bridge

### **Jetty**

- Available to all club members (loading time is 15 minutes) outside berthage marked in yellow paint
- Outside berthage area to remain free on yacht race days (exception is loading area which remains free at all times other than when loading/unloading)

- Dinghy trolleys and loading trolleys available from inside dinghy locker (after use they need to be returned to the dinghy locker for security)
- Water available from the tap alongside the walkway (the club pays for water and waste water so please do not waste)
- Inside berths (two on the north side and one on the south side) available for maintenance. All inside berths require booking through the yard manager or office. These are charged on a daily basis and there is power available at the walkway

### **Car Park Area**

- Three car parks marked for flag officers to be left free at all times
- Main car park area has parks marked in red (these are to be left free when the yard is working and/or your vehicle is being left locked while you are away from the club)
- All vehicles are parked/stored at the owners risk and the club is not responsible for the vehicle in any way

### **Haul out and/or Quick Haul**

- Health and Safety is paramount (always follow instructions and attendance of a H & S Meeting is a pre-requisite before your boat is hauled out)
- All bookings are through the yard manager and/or the office
- A haul out/quick haul form must be completed in full (haul out – all boats require at least third party insurance – no exceptions)
- Deposit must be paid at the time you complete the haul out form
- Owners are required to supply additional help (the club can provide help at a cost, if required discuss with the yard manager)
- The yard manager will accept whether or not he will haul a boat. If he feels it is unsafe the boat won't be hauled until he feels it is safe
- Our yard works uses **SAFE PRACTICE STANDARDS. See MEMBERS YARD BRIEFING Notes Below.** Ensure you meet these standards while working on your boat
- The area around your boat, while you carry out maintenance, must be clean and tidy at the end of the day. You will be charged should the area be left untidy and the yard manager has to tidy up
- Rubbish bins are available around the yard, please assist in emptying them when they are full
- The yard manager is available with the fork hoist should you require lifting of heavy gear. No charge applies if the request is reasonable
- Keep in mind this is NOT a commercial yard and it works with the help of VOLUNTEERS. Please assist other members if assistance is required
- All boats require water blasting in the designated area before being moved into the yard (30 minutes is allowed for water blasting, if longer an additional charge will apply)
- When launching, all payments must be made immediately (the club is not your bank)
- Long term storage may be arranged prior to haul out – not after.

## **Cradles**

- Owners may use their own cradle - no cradle charge will apply
- Owners may NOT lend their cradles to others to use
- Owners may choose to leave their cradle in the yard for the club to use and the club takes revenue from the hire
- Owners may choose to leave their cradle in the yard but not allow the club to hire out but a weekly cradle storage charge will apply
- The club has cradles for hire
- Discuss with the yard manager your requirements for cradle hire
- The travel lift is able to place boats on the ground. Discuss with the yard manager

## **Members Yard Briefing Notes**

### **General**

1. You as a member have a responsibility under the Health and Safety Act. If you are hurt or cause, through action or inaction, someone else to be hurt you could be prosecuted.
2. Please be aware of what is happening in the yard
3. Slips trips and falls
4. Closed shoes in the yard – no jandals or bare feet
5. Health and safety notice board
6. Suggestions
7. Reporting near misses (incident)
8. Reporting accident

### **Hauling or boat movements**

9. Winch cables should not be crossed when they are moving. Do not drive over them or walk over them.
10. When hauling out boat, it is the owner's responsibility to provide labour and people to help.
11. Listen to instructions of yard supervisor
12. The ropes on the side haul cradle are for ease of getting on to the cradle – they are not intended to be used for tying off.
13. We recommend getting advice from the yard operator on hauling if you haven't done it before (and even if you have!)
14. Know the stop signal
15. When hauling keep clear of the forklift, trolley, travel lift or winches unless the yard operator instructs you.
16. For side hauls, we recommend steel toe-caps/safety shoes

### **Working on your boat**

17. Heights
  - a. Platforms under 1 metre need to be suitable and stable (Planks, drums trestles and saw horses are not acceptable.
  - b. Platforms over 1 metre need to have a hand rail
  - c. Ladders should not be worked from and must be secured
18. Yard power

- d. All power sockets are RCD protected
  - e. It is your responsibility to use safe power leads and power tools
  - f. If using caravan socket for shore power on boat, boat must have an electrical warrant of fitness.
19. Power tools - advice
- g. PPE – gloves, goggles, ear defenders, dust masks
  - h. Think about others
  - i. Dust suppression (vacuum systems)
20. Welding – screens must be used
21. Toxic / Flammable materials must be taken away when not being used. Think about chemical compatibility.
- j. Antifouling
  - k. Epoxies and paints
  - l. Thinners
  - m. cleaners
22. No oils, toxic substances or flammables to be disposed of in drains.
23. No dry sanding of antifouling. If scraping, collect anti-foul and put in bin. If wet sanding wash down area into slip drain.
24. Spraying
- Paint spraying shall only be undertaken in an enclosed shelter with prior approval from the Executive Committee.

### **Water Blasting**

- 25. When water blasting, we recommend eye protection be worn
- 26. Beware of the significant pressure and thrust
- 27. Do not point at people
- 28. Pull hose away from trolley to prevent snags
- 29. Beware of trip hazard of hose

### **Subcontractors**

- 30. Subcontractor means anyone you pay to carry out work on your boat.
  - a. It is up to the member to provide the contractor with a copy of the Yard Briefing
  - b. All subcontractors must carry a minimum of \$1 million public liability insurance