



Queenscliff Cruising Yacht Club

INC.

REGISTRATION NO. A0017353E

OFFICER OF THE DAY HANDBOOK

February 2021

Background

This handbook replaces the document *QCYC Officer of the Day Duties and Information*

Responsibilities

1. To fulfill the duties listed below
2. To be familiar with:
 - a. The Rules of Queenscliff Cruising Yacht Club
 - b. The By-Laws of QCYC
 - c. The Emergency Response Plan(All available under 'Club Documents on the Club website – qcyc.org.au)

Duties

1. Wear a high visibility vest or t-shirt.
2. Carry the Club hand-held VHF radio.
3. Direct and control the mooring of boats in accordance with the By-Laws of QCYC and in the best interest of the members.
4. Keep a daily record of boats and visitors present on the Club's premises.
5. Hoist and lower the appropriate flags daily.
6. Hold office for 24 hours from 08:00 until gate closure, or until 07:59 if staying on board a vessel.

Flags

The National flag and the Club flag should be raised at 08:00 and lowered at 18:00 or dusk, whichever is the earliest. The national flag is hoisted on the yardarm and the Club flag on the main flagpole.

Radio

1. The OOD should ideally hold a current Radio Operator's Certificate.
2. The Club handheld VHF radio should be turned on and switched to dual mode in order to scan Channels 16 and 73.
3. Please remember to return the handheld radio to its base for charging overnight.

Mooring on the wharf

General

1. The Club has 2 wharves (North wharf and South wharf) with a dinghy ramp between. The two wharves cater for approximately 35 boats rafted to a maximum of 3 boats deep.
2. Generally larger, deeper draft boats are accommodated on the South wharf with smaller boats and motorboats on the North wharf. Catamarans should also berth along the North wharf but should not raft up.
3. Under the Club's lease, boats exceeding 18m cannot be berthed and any boat over 15m requires prior permission from the Committee.
4. Members' boats have priority. Although we endeavour to accommodate everyone a berth cannot be guaranteed and bookings are not taken (ie there are no reserved spots). Members are advised to check with the Secretary or a Committee member prior to arrival and must expect to be rafted up. Christmas and Easter are especially busy.
5. Catamarans must check with the Secretary before arriving at any time but cannot be accommodated during peak periods.
6. Water depth is fairly constant along the wharves and is approximately 2.3 metres at low tide.
7. High and low water at the wharf is approximately 3 hours after high and low water at Port Philip Heads and current in the Queenscliff Cut can run up to 5 knots.
8. Boat speed should be considered when entering the Cut and skippers of deep draft boats should be mindful of the tide and depth at the wharf. There is minimal current along the wharf and in the swinging mooring area.

9. The document *Advice on berthing at QCYC* is available on the website and skippers should be advised to be familiar with it.

Specifics of Mooring

1. As boats approach Queenscliff they should, whenever possible, ring (5258 1692) or radio the Club (on channel 73) to announce imminent arrival and alert the OOD.
2. Before entering the Cut boats should hoist the Club Burgee on the starboard side. The QCYC burgee should be the upper burgee.
3. Boats should have fenders and mooring lines on port side, ready for deployment. Size and number of fenders is important, a minimum of 4 large fenders in good condition is recommended for a boat say up to 10 m with a fender for every say 2 m thereafter.
4. As boats swing north out of the Cut they should look for the OOD's directions and proceed slowly.
5. Boats must take care as they leave the Cut and enter the mooring area as the tide can swing the stern rapidly on a flood tide. Remember that there is no tide once boats leave the Cut but it is essential to be mindful of wind conditions.
6. Boats should proceed north parallel to the wharf and make sure that fenders are deployed. Boats should continue to at least the north end of the clubhouse, then swing out towards (west) towards the swing moorings and effect a turn to starboard to the south then proceed south to the berth location directed.
7. Water depth is adequate throughout the fairway for all vessels with a draft of up to 2m.

IMPORTANT

1. Boats are always berthed facing south. Bow and stern lines should be taken on the wharf and the boat held while crew secure a fender board. It is recommended that boats have their own board, which can be stored at the Club. The board length should span 3 wharf vertical fenders and be of sufficient strength for the boat. The fender board must be secured to the boat (ie not the wharf) and positioned so the bow will not hit the wharf in the event of a southwest blow (ie position the fender board slightly forward of amidships).
2. Secure the spring lines and adjust as necessary. These should be at least 2/3 of a boat length and secured either to a central cleat or to fore and aft cleats and run aft and forward respectively 2/3 or more of a boat length to the wharf bollards.
3. Ensure that bow and stern lines will not hang up the boat at low tide - ie the bow and stern lines (and to a lesser extent spring lines) must be sufficiently long to allow for the state of the tide. At low tide lines should be fairly tight but at high tide slack must allow for around 0.8m falls in the tide.
4. If boats are rafting up the procedure is the same except no fender board is required and lines are secured to the adjoining boat only and should be tight - as no slack is necessary. Do NOT run lines to the wharf.
5. **Check that masts and spreaders are offset when rafting up.**
6. It is a good principle to ensure that all vessels are secured and moored as though a strong SW blow were imminent.

Other general advice for members and visitors

1. Moveable ladders are available on both south and north wharves.
2. If rafted and when going ashore or re-boarding, crew must walk across the bow of the adjoining boat (ie stay forward of the mast) and be as quiet as possible.
3. There is a Club dinghy available to go across the Cut to Queenscliff. It is marked QCYC and are stored upright in the racks. There is a pair of oars in the oar shed, which are marked QCYC on their blades.
4. The Club ferry is available to any member who has previously been instructed in its use by a Committee member.
5. It is essential that anyone crossing the Cut carries a torch and wear life jackets.

6. Advise crew to take great care when crossing the Cut whether in their own tender or in a club boat, especially on the outgoing tide as it is essential to keep well to the west and close to the bridge and causeway to avoid being dragged down the Cut.
7. No pedestrian or bicycle traffic is permitted on the Department of Defence causeway – signs must be observed.
8. Warn crew of uninvited and unwelcome guests, such as rats and possums, and the need to close hatches when not on their boats and especially at night. Animals are attracted to any food. It is also advisable to remove sail covers before departure from the wharf to avoid transporting possums out to sea.

Leaving boats unattended

Visiting non-members must not leave their boats unattended whilst moored to the wharf. This is for 2 reasons:

1. It may be necessary to move their boat to accommodate a member.
2. Safety and security (eg when the identity or condition of the boat is unknown to the Club).

However, it is not unreasonable for a visiting non-member to leave a boat unattended for a few hours (eg to visit Queenscliff) on the understanding that their boat may be moved in their absence.

Leaving the Club by boat

1. When leaving the Club, skippers should seek advice and assistance, particularly if there is a SW blow.
2. Boats should have plenty of power on entering the Cut from the Club, especially with a flood tide, as the bow will be pushed in a straight line towards the opposite shore.

Recording boats on the wharf

1. Each morning, record details of boats on the wharf on the wharf plan (on a clipboard located in the Committee cupboard). If able, update this in the evening.
2. Check that boats details are recorded in the wharfage book. If not, it may be necessary to politely remind the boat owner.
3. The terms of our Liquor Licence mandate that details of any non-members using the Club and bar be recorded in the Visitors Sign-in Book.

Duty Roster

Please check that boats have volunteered each day for each of the tasks on the Cleaning Roster and remind people if they have not. *It is not the job of the OOD to do the cleaning, but that of the visiting crews.*

First aid, fire and other emergencies

A first aid kit, defibrillator and resuscitation equipment are located on the east wall of the recreation room in the clubhouse. Please familiarise yourself with their location, as well as those of the fire extinguishers in the clubhouse and the location and operation of the club's fire-cart.

Response plans for a variety of potential emergencies can be found on the clubhouse notice board. They are also accessible on the Club website – qcyc.org.au

Contact details for emergency contacts and for Committee members are shown at the end of this document.

Fuel and oil

A commercial 24-hour fuel pump is conveniently situated in the Cut and the refuelling of vessels whilst moored alongside the wharf is absolutely prohibited. Apart from the nuisance of fumes to neighbouring boats, Swan Bay is an environmentally sensitive area and even the most cautious person runs the risk of spillage. Members and visitors are also requested not to handle oil on the wharf. There are no facilities for dealing with a fuel or oil spill at the Club.

QCYC COVID-19 Safety Plan

Ensure all Members and visitors comply with the Safety Plan.

Incident management

In the event of any incident at the Club, whether personal injury requiring first aid, or any other type of incident, the following should occur:

1. The OOD should be notified immediately.
2. The Commodore (0418 521 199) or the Safety Officer (0419 377 711) should be notified subsequently, either at the time of the incident or during daylight hours depending on the severity of the incident.
3. Details of the incident should be recorded in the appropriate incident book.
4. There is a general incident book in the clubhouse lobby, and a personal injury incident book in the first aid cabinet.

Cooking and Storage Facilities

The kitchen, barbecues and other facilities are available for use by all members. Please encourage members to follow any instructions, clean up after use and keep everything as clean and tidy as they would wish to find it.

Refrigerators are available to store food and belongings. Each refrigerator is divided into 10 compartments (ie 10 half shelves). Each member or visitor boat is entitled to one compartment only. No additional electric refrigerators are permitted on the Club premises. Meat, fish and items that could leak must be stored in a plastic container. When leaving the club for more than 3 days members and visitors must remove all items stored in the refrigerators and clean the shelf they used.

Maintenance and Supplies

If any maintenance is required please record this in the maintenance book. By all means do something about it if you can. If supplies are low notify a member of the Committee. If you have to purchase anything due to running out of vital supplies, lodge a claim with the treasurer or speak to a Committee Member.

Gas

If a gas bottle(s) at the east and west locations is empty then the indicator in the changeover valve should show red. Turn the valve to the other connected bottle(s) and it should turn white. The gas hot water services are fully automatic and should re-light if the gas runs out and is then re-connected. OODs should not change cylinders as the supplier is tasked with ensuring adequate gas supplies. If you cannot resolve the problem, call the plumber (listed below).

Sewer Blockage

This is uncommon, but the most likely cause will be a blockage on the inlet tee to one of the septic tanks. Black plastic gratings cover the inlet tees. Lift the grating, lift the cement plug and plunge with a mop or rod. Tools for this are in the cupboard under the external stairs to the bar. A hose can also be used if blockages are further up the pipe work where there are several access points. Wash hands after clearing any blockage. If you cannot resolve the problem, call the plumber (listed below).

Power

Boat engines and/or on-board generators may be used for recharging batteries between 9am and 12md. There is no facility for shore to boat power supply – boats must not be connected to any electrical supply in the Clubhouse. On-shore generators are not permitted.

The Bar

A member with the *Responsible Serving of Alcohol* certificate should open the bar each evening at 18:00, and at other times depending on demand. The yellow flag should be displayed on the upper balcony and the horn sounded to indicate that the bar is open.

Insurance Certificate

For the protection of members, it is vital that every boat is adequately insured with a minimum of \$10m legal liability. Owners of boats who have not recorded their details with the Secretary or who are unable to demonstrate adequate insurance should be asked to remove their boats the wharf.

Chris Laker Commodore
June 2020

Committee Contact Details

Commodore	Chris Laker	0418 521 199	commodore@qcyc.org.au
Vice Commodore	Tom Hinton	0419 161 201	vicecommodore@qcyc.org.au
Rear Commodore	Alan Farman	0408 520 748	rearcommodore@qcyc.org.au
Honorary Treasurer	Justin Brenan	0419 919 313	treasurer@qcyc.org.au
Honorary Secretary	Louise Woodley	0423 666 898	secretary@qcyc.org.au
Club Captain	Michael Phelan	0429 982 832	mphelan@bigpond.net.au
	Sam Davis	0429 770 011	srbd53@gmail.com
	Peter Crofts	0418 388 703	pcrofts@vicbar.com.au
	Craig Walton	0425 714 664	cragus13@gmail.com
	Gary Harris	0422 007 604	gary.harris@anz.com
	Tony Johnson-Sneddon	0408 554 597	sneddon.tony@gmail.com

Emergency Contact Details

Commodore		Chris Laker	0418 521 199
Ambulance/Fire Brigade/Police			000
Swan Island Security Gate			5220 4468 (opening hours only)
Dept of Defence Security			5254 9499 (24 hours, 7 days)
Parks Victoria			131 963
Poisons Hotline			131 126
State Emergency Service			132 500
Vic Emergency Hotline			1800 226 226
EPA - Fuel/Chemical Spills			1300 372 842
Electricity	Alinta Energy	Faults & Emergency	132412
Electrician	John Roberts Electrics	John Roberts	414329029
Safety Officer		Tony Johnson-Sneddon	0408 554 597
Water Police			1800 135 729
Plumber		Brian McCardy	0408 421 609
		Alan Farman	0408 520 748
Gas	Mortimer Petroleum		5251 2603
Water/Sewer	Barwon Water		1300 656 007
Telstra		Directory Assistance Faults	1223 132 203
Dial Before You Dig			1100 Quote ID 826243
Doctor	Point Lonsdale Medical Group	Nelson Road (south) Point Lonsdale	5258 0888 (Mon-Sat)
National Home Doctor Service			137 425
Hospital	Geelong Hospital Emergency	Bellarine St Geelong	4215 0000

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