



Queenscliff Cruising Yacht Club
INC.

REGISTRATION NO. A0017353E

CLUB INDUCTION HANDBOOK

October 2021



A warm welcome to Queenscliff Cruising Yacht Club. We hope that this *Club Induction Handbook* will be helpful. A variety of other useful information can be found on the Club website, qcyc.org.au.

The Club

QCYC is run entirely by the membership. This applies to both the day-to-day operation of the Club and to its broader management. Whatever the scope or level of your expertise, your contribution is encouraged. Your participation will help to maintain, grow and secure the future of our wonderful facilities.



The Environment

The Club is situated on beautiful Sand Island, adjoining Swan Island which is owned by the Department of Defence. Sand Island is administered by Parks Victoria. The Department allows access to the Club only by boat or car and Members are restricted to the immediate area of the clubhouse and to the Club causeway. Access by foot or bicycle is not allowed. Note that our eastern boundary is the road to the east of the clubhouse, although we may access Port Phillip beach via the path next to the Cut.

There are comprehensive security cameras viewing the whole island, making it a very secure location. Nevertheless, in the event that you are the last member to leave, please ensure that all clubhouse doors and windows are closed and locked.

No pets of any kind are permitted on land leased by the Club or on boats moored to the Club wharf.

Camping is not allowed at QCYC and sleeping in the Clubhouse is strictly prohibited.

Entitlements

1. Members are entitled to have their boat on the wharf for up to 60 nights per annum.
2. All Club facilities are available for Member use including the kitchen, refrigerators, wood heater, BBQ's, pizza oven, laundry, dinghy storage and workshop.

Planning your Visit

1. An online booking form can be completed on the QCYC website.
2. Please complete all the details on the booking form.
3. In line with current State Government requirements, all visitors to the Club must have received two COVID-19 vaccinations and are required to carry proof of this or have a valid exemption certificate. Accordingly, when a booking form is submitted, this is taken as confirmation that everyone in the booked group are double vaccinated.
4. An email will be sent to confirm the booking.
5. Pay for your stay at QCYC via TryBooking on the QCYC website.
6. Pack all food required for the visit as there are only a few communal items available at the Club, ie. tea, coffee, and sugar, and access to Queenscliff is only by car or dinghy.
7. For the protection of yourself, and other members, it is vital that your boat has comprehensive insurance including \$10m legal liability cover. On arrival at the Club you may be required to show your current certificate of currency for your boat insurance. You will be asked to leave the wharf if you do not have adequate insurance.



Arriving at QCYC by Boat

1. An Officer of the Day (OOD) will be present at the Club during peak periods (ie. Christmas, New Year and Easter) and at other times during the year.
2. As you approach the Queenscliff Cut you should, whenever possible, call the Club on 5258 1692 to alert the OOD (if one has been assigned that day). It is very possible that there will be no response.
3. Please fly the Club burgee from your starboard spreader to indicate to the OOD that you are a Club member. If you are flying more than one burgee, the Club burgee should be uppermost.
4. Take care as you leave the Queenscliff Cut to enter the mooring area, as a flood tide can swing your stern quite quickly.
5. Proceed parallel to the wharf and make sure that adequate fenders are deployed. Boats should continue to at least level with the north end of

the Clubhouse, then swing out (west) towards the moorings before turning to starboard and proceeding south to the berth location indicated by the OOD.

6. Berth with your bow facing south (ie towards the Cut).
7. It is recommended that you have your own fender board (which can be stored at the Club if desired). The board length should span 3 wharf vertical fenders and be of sufficient strength for the boat. It must be secured to the boat (not the wharf) and be positioned so that the bow will not hit the wharf in the event of a SW blow (ie. position the fender board slightly forward of amidships).
8. Size and number of fenders is important - a minimum of 4 large fenders in good condition is recommended for a boat up to 10 m, with a fender for every additional 2 m.
9. You may be required to raft up to another vessel – please make sure that you have deployed an adequate number of fenders in advance.
10. *Guidelines for Berthing at QCYC* gives excellent advice on mooring practicalities (http://websites.sportstg.com/get_file.cgi?id=3687680).
11. Always moor and prepare your boat as though a strong SW blow were imminent.



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 there are no reserved spots. Members must complete an online booking form prior to arrival to ensure there will be space on the wharf and must expect to be rafted up. Christmas and Easter are especially busy.
5. Depending on bookings, it may not be possible to accommodate catamarans during peak periods.
6. Water depth is fairly constant along the wharves and is approximately 2.3 metres at low tide. The bottom is generally soft.
7. High and low water at the wharf are approximately 3 hours after high and low water at Port Philip Heads respectively. Slack water in the Cut is 10-20 minutes before slack at the Heads. The 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 though is open to any westerly wind.
9. Moveable ladders are available on both north and south wharves.
10. 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.



Arriving by car

The opening and closing time of the Department of Defence security gate are displayed at the gate. These times change throughout the year so it is important to be aware of the prevailing times as there is no vehicular access onto or off the island once the gate has closed. For information on opening and closing times please call the Swan Island Security Gate on 5220 4468.

QR Code

On arrival please check in using the QR Code which is on various external doors as well as above the Wharfage Book and in the Bar. If there is an issue with the QR Code, please enter your details on the Check-In Sheet in a folder by the Wharfage Book.

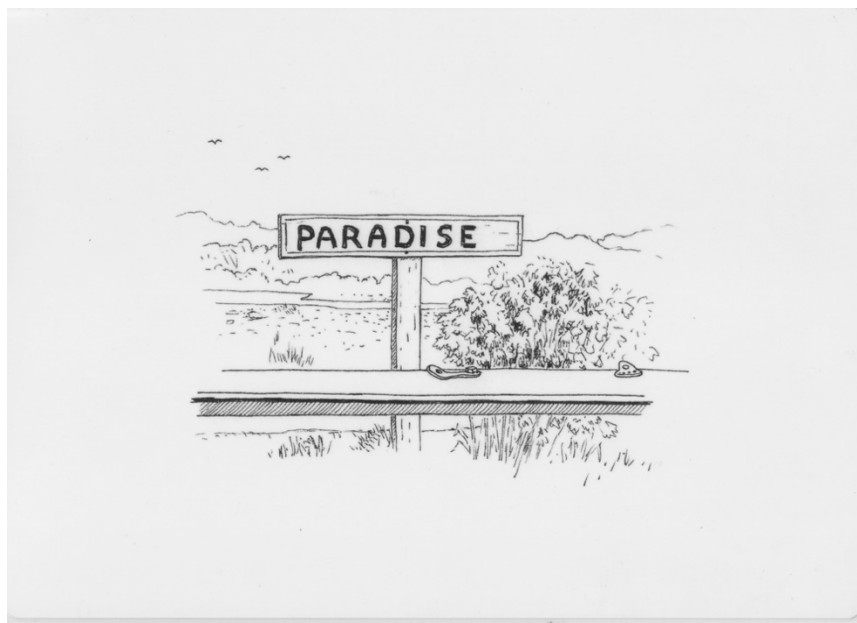
Please note, it is essential that check-in either by QR Code or manually, is repeated each day of your stay. If an OOD is on duty, proof of double vaccination for all crew plus boat insurance, if not already provided to the Club, will be requested.

Wharf fees

Daily fees are payable for your boat whilst you are moored to the wharf. The amounts will depend on whether your boat is on the Club Register. As soon as you have moored safely, please enter your details (boat name, your name, your phone number and date arrived) in the Wharfage Book in the Club foyer. Please remember to complete your stay details in the Wharfage Book when departing. Payment should be via the TryBooking link on the Club website (qcyc.org.au). Please pay before departure from the wharf.

- *Member's boat on Club Register:* \$25 per night for up to 60 nights per annum. After 60 nights, only with Committee approval and at a rate agreed per night but a maximum of period of 6 months in any financial year.
- *Member's boat not on Club Register:* \$45 per night for up to 60 nights per annum. After 60 nights, only with Committee approval and at a rate agreed per night but a maximum of period of 6 months in any financial year.
- *Non members:* \$55 per boat per night. Non-member vessels cannot be left unattended overnight and their stay at the wharf is limited to 3 visits per year.
- *Group visits by boats from other clubs pre-arranged with and approved by QCYC:* \$25 per night per boat.

There is no longer a charge for crew-members or visitors on board boats. However, we recommend a voluntary donation of \$5 per person per night to help cover associated costs. This \$5 can be paid via TryBooking on the Club website.



Visitors sign in book

All non-members, including non-member crew on any boat, must also enter their contact details in the visitor sign-in book (on the table to the left of the Wharfage Book and in the bar).

Please note, it is essential that this is done each day of your stay.

Cleaning Duties

The Clubhouse runs on a voluntary basis so please help in the cleaning and general maintenance of the Clubhouse and grounds. Select a duty on the Voluntary Tasks board in the recreation room, enter your boat's name on the board and perform the duty during the morning. There is a list of tasks for each of the communal areas in a folder below the board.

In compliance with State Government requirements, a Daily Cleaning Log must be completed for all communal areas. The Daily Cleaning Log sheets are kept in the COVID-19 folder on the bench under the Voluntary Tasks Board in the recreation room. Any cleaning done in the Clubhouse must be entered on the sheet providing the time, boat name and name of cleaner. Completed sheets must be filed in the folder.

Vacuum cleaners, brooms, etc. are kept in a cupboard in the recreation room. All other supplies are kept in the cupboard under the bar stairs. If stocks of an item are running low please write the item on the white board on the cupboard door.

Working Bee and AGM

An annual working bee is held in October which includes painting, building maintenance, gardening and preparing the Clubhouse for the summer season. All Members are encouraged to participate. Morning tea and lunch is provided.

The AGM is traditionally held in the afternoon.

Clubhouse Facilities



- **Cooking Facilities**

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

The kitchen is well stocked with crockery, cutlery, glasses, pans, toasters, etc. The stoves and oven run on bottled gas. The bottles are interconnected to ensure supply.

- **Dishwasher**

There is a commercial dishwasher/steriliser in the kitchen with trays provided for all crockery, pans, cutlery, etc. The dishwasher has a very short cycle so it is vitally important that any item put into the dishwasher is thoroughly cleaned before it is stacked in a tray and washed. Do not overload the trays.

Please wait for your dishes to be washed and then pull the tray out and put everything away wet. Do not use a tea towel to dry dishes.

At the end of the day the dishwasher must be cleaned and drained. Instructions are on the wall by the dishwasher.

- **Refrigerators and Freezers**

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. Please write your boat name on the refrigerator using the non-permanent marker provided. When leaving please clean the fridge shelf and wipe off the boat name. No additional electric refrigerators are permitted on the Club premises. Meat, fish and items that could leak must be stored in a plastic container. Items may be left in the refrigerators after your departure only if you plan to return within 3 days. Any items left are likely to be removed unless you label your compartment. No other items can be stored within the clubhouse: they must stay on your boat.

There is 1 chest freezer available for Members to store frozen foods and 1 chest freezer that has bags of ice for purchase at \$5 per bag. This is an honour system so please put \$5 in the container in the freezer to help cover the cost of the ice and electricity.

- **Food Lockers**

There are a number of open food lockers on the eastern wall of the recreation room which are available for use by all members. Each member or visitor boat is entitled to one locker only. Write your boat name on the area below the locker with the non-permanent marker provided. When leaving please clean the locker and wipe off the boat name.

- **The Bar**

The Members' Bar is situated upstairs in the clubhouse and is a great place to relax and mingle. Opening times depend on the season and demand but the appearance of the yellow flag and the sound of the horn both indicate that the bar is open. When the bar is open, please only consume alcohol that has been purchased from the bar when drinking upstairs or on the balconies.

The bar is run by volunteer Members who have current Responsible Service of Alcohol certificates.

- **Bathrooms**

There are male and female toilets including showers and disabled facilities.

- **Laundry**

The laundry can be accessed via an external door on the eastern side of the Clubhouse. Laundry detergent is provided for the washing machine. Two hills hoist clothes lines are positioned on the grassy area south of the northern carpark.

- **Workshop**

The workshop is situated in the northern carpark area and is set up as a workspace for maintenance tasks.

- **Dinghy Storage**



There are racks at the Club for storing dinghies. Members who have a boat on the Club register can store a dinghy at no cost. Additional dinghies are charged of \$50 per annum. A dinghy stored by a Member without a boat on the register is charged at \$50 per annum.

- **Club Boat**

The Club boat is moored at the northern end of the north wharf and is available for authorised QCYC Members to use as a ferry to the Queenscliff boat ramp jetty and back. The ferry must not be taken into Port Phillip Bay.

To become an authorised user of the boat please contact the Secretary or a Flag Officer who will organise a boat induction. Please note the Member's current motorboat licence will need to be sighted and recorded.

Once inducted, an **Agreement of Usage** must be signed which is in the clubhouse under the Voluntary Tasks Board in the Club Boat Folder.

The Agreement of Usage requires that the approved Club Member:

- has undertaken a boat orientation;
- has provided their current motorboat licence;
- is responsible for the boat;
- has checked the Club boat to ensure it is seaworthy and compliant with safety requirements prior to using;
- agrees to only use the Club boat between the Club and Queenscliff;
- will not take the Club Boat into Port Phillip Bay.
- will take a maximum of 6 passengers;
- accepts that by signing out the Club boat, they do so at their own risk.

The key, boat instructions and a list of authorised Club boat Members are also in the folder. There are also instructions on the boat. Please

remember to return the key and complete the register with your return time.

Please be considerate in how you use the ferry. Check if there are others at the Club who might also wish to visit Queenscliff or, if you will be in town for more than an hour, arrange for an authorised boat Member to drop you off and pick you up when you are ready to return. The ferry should only be used for quick trips to town and back.

QCYC is not responsible for any fines or accidents that are incurred by a Member while using the Club ferry.

General Information

- **QCYC COVID-19 Safety Plan**

The Safety Plan can be found on the QCYC website. It is regularly updated to ensure it complies with State and Federal Government regulations. All Members and visitors must adhere to the QCYC COVID-19 Safety Plan at all times.

- **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 in the folder of Club documents under the Voluntary Tasks Board. They are also accessible on the Club website (qcyc.org.au) under Member Services/Club Documents.

- **Child Safety**

QCYC takes the safety of all members very seriously, and especially that of children who are welcome as family members of the Club. QCYC complies with the Child Safe Standards required by the *Commission for Children and Young People* of all Victorian organisations providing services to children. Associated documentation can be found on the website (qcyc.org.au) under Member Services/Club Documents.

- **Rubbish**

There is a large bank of bins for rubbish to the north of the Clubhouse next to the northern carpark. Please ensure that the bins within the clubhouse are emptied on a regular basis and that a new bin liner is fitted, especially if you are the last to leave. QCYC is currently unable to recycle rubbish.

- **Fuel and oil**

A commercial 24-hour fuel pump is conveniently situated at Queenscliff Harbour. 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.

- **Power**

Boat engines and/or on-board generators may be used for recharging batteries between 9am and noon. There is no facility for shore to boat power supply. Do not connect your boat to any electrical supply in the Clubhouse. On-shore generators are not permitted.

- **Island natives**

Please be aware that there are a variety of native animals on Swan Island. You will almost certainly see some kangaroos after dusk but also remember that there are a number of possums and rats in the area of the clubhouse. These are all attracted to food. It is advisable to close your hatches at night and when not on board. It is also advisable to remove or open sail covers before leaving the wharf after an overnight stay in order to avoid transporting possums on your next passage.



Please be aware that there are a variety of native animals on Swan Island. You will almost certainly see some kangaroos after dusk but also remember that there are a number of possums and rats in the area of the clubhouse. These are all attracted to food. It is advisable to close your hatches at night and when not on board. It is also advisable to remove or open sail covers before leaving the wharf after an overnight stay in order to avoid transporting possums on your next passage.

Visiting Queenscliff

1. Access to Queenscliff is only by boat or car. No pedestrian or bicycle traffic is permitted on the Department of Defence bridge or causeway at any time – signs must be observed.
2. It is recommended that Members make their own arrangements to access Queenscliff.

3. Take great care if crossing the Cut in a tender, 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.
4. It is essential that crew using a tender carry a torch and a bailer, and wear life jackets. Do not overload a dinghy.

Cottage by the Sea

Cottage by the Sea is a Queenscliff charity established in 1890 providing short term care in a holiday environment for children need through tailored programmes. The programmes receive no government funding and rely solely on donations. QCYC is a regular supporter of Cottage by the Sea.



Again, welcome to QCYC and if you have any questions please do not hesitate to contact Commodore Lee Renfree, commodore@qcyc.org.au, or Louise Woodley, secretary@qcyc.org.au.

Document information

<i>File name:</i>	211023 Induction Handbook.docx	
<i>Created by</i>	Peter Stow	28 March 2014
<i>Reviewed by:</i>	Roger Bennett	3 April 2014
	Jonathan Crockett	9 April 2014
<i>Revised:</i>	Louise Woodley	23 October 2021
<i>Approved by Commodore: Lee Renfree</i>		24 October 2021
<i>Date due for revision:</i>	October 2022	