

Outboard Boating Club of Northland (INC)



MEMBER'S HANDBOOK

Updated 11 April 2018

The rules and regulations that govern all members of the Outboard Boating Club of Northland Inc. (the Club) are set out in the Members Handbook and the Application for Membership Form (the rules). The rules are mandatory, and it is the individual members' obligation to ensure that at all times they comply with them.

When you arrive at the OBC club entrance the gate is electronically operated with the use of a swipe card. Hold your card in front of the reader box, mounted in the block wall. You will hear a beep, and then the gate will automatically open. The gate stays open for approximately 30 seconds, which gives you plenty of time to drive through.

DO NOT FOLLOW ANYONE THROUGH THE GATE!

If you do not activate the gate yourself, you will find it closing on your vehicle or boat, and any repairs required to your vehicle and/or the gates will be at your cost. We will be able to identify you as there is a surveillance camera operating.

Look after your swipe card; it is a delicate electronic item. Do not leave it sitting in the sun, or sit on it in a hip pocket. It does not like being bent, and don't use it for anything other than what it is intended for. If you lose or damage it, and it needs to be replaced, this will be at your cost. If the swipe card is faulty it will be replaced free of charge. Every time a key is used on a gate the computer records the member name, date, time, and which reader station.

Do not lend your swipe card to anyone.

If you are caught doing so you could face suspension, or even expulsion from the Club. Should anyone break Club rules it is very easy to electronically stop their swipe card from operating.

LAUNCHING

Above the ramps and the yellow NP/Keep Clear area is a large tar-sealed Service Zone, where you may prepare your boat prior to launching, i.e. to load gear and supplies from car to boat, and ready boat and trailer for the water. This is to allow other members' room to access the ramps and for manoeuvring.

The zone with yellow lines should be kept free AT ALL TIMES.

If your trailer manoeuvring skills are not that good, go to the ramps at a time that is not busy and have a practice session. Make sure to keep your boat connected to the trailer as you back down the ramp. It can be quite embarrassing to launch your boat onto the concrete before you get to the water. And yes, it has happened.

Craft waiting alongside the pontoon are to be secured by use of a single mooring line at least one and a half times the length of the boat. This rope should have a loop spliced on both ends so that it can be secured at the bow and stern. This enables simple control of the boat by one person standing on the pontoon. Move your boat toward the end of the pontoon to allow the next person room to launch their boat.

Never let craft swing across the space between the pontoons.

WE DO NOT ALLOW BOATS TO BE DRIVEN ON OR OFF TRAILERS.

This can be quite dangerous, and it creates unnecessary disturbance to the pontoons and other members. It also undermines the end of the ramps, causing the concrete to break away. Anyone found doing this will be asked to explain themselves at a Committee meeting.

You will see a red line painted across the pontoons, this is to indicate the end of the concrete.

Do not back your trailer past this red line as it will drop off the end of the ramp.

PARKING

After launching, drive clear of the ramp smartly and park neatly, in accordance with the diagram attached to the fence, on the left hand side entering the parking area. This ensures as many members as possible can safely park in

this area. The vehicle and trailer to be parked only by the Club member, not by family or friends. The parking area is for the use of vehicles with boat trailers. If you have a guest with a car, this must be parked outside the Club compound in the public parking area.

There is a disabled parking area inside the main parking compound for vehicles showing the disabled sticker.

Health and Safety

The Outboard Boating Club of Northland Inc. is committed to providing a safe facility in accordance with our duties under the Health and Safety in Employment Act 1992. The Committee (as Persons in Control of the Business Undertaking) have developed Policy and Procedures to Eliminate or Minimize the Risk of harm to: Members, Visitors, Contractors and Volunteers

We have identified potential Hazards and Risks (see page 17 & 18) and have developed control methods suitable to the degree of risk. These were communicated to you at the time of your induction into the Club. All persons using this Club must be a fully inducted member, or accompanied by a fully inducted member.

All contractors working in the facility, must be pre-approved contractors, that have been evaluated through our contractors' review process and been approved by the Committee to work in our facility.

Your responsibility as a Member, Contractor, Volunteer or Visitor, is, to report any known hazards or accidents to the Club secretary as soon as possible. This can be done verbally or in writing.

PETS

Some members like to take their pets especially dogs when they go fishing. This is okay provided they are suitably restrained and any droppings are removed.

ON THE WATER

The speed limit as defined by marine law, while leaving and returning to the pontoons and through mooring areas outside the breakwater, is five knots until you have passed the 5 knot buoy. This is a nautical law within 200 metres of the shore or 50 metres of another boat anywhere in New Zealand. (If your boat creates a large wash at this speed slow down to such a speed as not to create a wash). Just as on the road, speedsters can be fined. Trailer yachts should motor out from the ramps until well clear of the rock breakwater. It is a nautical requirement for power boats to give way to craft under sail at all times. Our neighbours, the Whangarei Cruising Club sail most weekends of the year, many of their craft being small centreboard yachts manned by youngsters.

NOTE: LIFE JACKETS: For vessels six metres long or less, everyone on board needs to wear a lifejacket when the vessel is underway (unless you are tendering within 200m of the shore). Underway means not at anchor, or made fast to the shore, or aground. NRC regulation.

We recommend that you attend a “Day Skipper or Boat Master” course and learn the rules of the sea. Also, make sure that you comply with all the Fisheries regulations. Ignorance is not an excuse, and law breakers will not receive any sympathy from the Club.

We do not want you creating wash around the pontoons, or hitting the pontoons with any force. If your boat rubs along the pontoon too fast, the fender strip will leave burn marks along your hull.

Do not drive your boat on to the trailer. Always winch or float boats on or off trailers.

ON RETURNING TO THE RAMPS

Pull your boat up the ramp and stop beyond the yellow no parking/keep clear area, to allow space for other members to access the ramps.

There is a wash-down area next to the tool shed. The two hoses are operated by your swipe card for you to give your trailer, motor and the exterior of your boat a six minute wash.

This is not for you to give your boat a major clean up.

Note that this card can be used only once every 24 hours.

There are times over the summer when the water supply may have to be shut off, due to water restrictions. Please do not waste water. Hang up the hoses when you have finished, and leave the area in a tidy state. Please do not abuse this facility.

We are a Do It Yourself Organisation. Help preserve our facilities. Use Club equipment correctly and always leave it in the condition you would like to find it. Clean your fish and shell fish at sea or at home, not on the pontoons or in the compound.

Take your rubbish home with you.

If you find the public toilets in a less than acceptable condition, report this to the Whangarei District Council.

Access to the toilet block is through the small gate in the fence next to the toilets. This gate is also operated by your swipe card. **Please make sure that you close the gate behind you.**

NIGHTLIGHTS

The flood lights will come on when you activate the switch above the water taps on the tool shed. The lights will stay on for about 30 minutes.

VISITORS WITH A BOAT

Guests of yours from out of the area that wish to take their boat out from our facilities need to follow this process: You will be required to leave a note on the dash of their car, stating, “*Guest of Joe Bloggs, Membership No. 0000*”. Their boat must comply with our Club Safety Standards, and they must abide by all Club Rules. As your guest, you will be responsible for their actions. The term, “Someone from outside the area”, does not mean a mate from Dargaville or Hikurangi as they can join the Club themselves. This is for people visiting from other parts of the country.

VISITORS WITHOUT A BOAT

Visitors without a boat must park outside the compound in the public parking area.

IDENTIFICATION

All boats are required to have a name displayed on each side of the hull, preferably amidships, in letters not less than 75mm in height. The OBC 1-1 sticker to be placed at the stern on both sides of the boat.

The Boat Name must not be a Trade name, i.e. boat or engine manufacturers Make or Model name.

A Membership Sticker for the current financial year shall be fixed to the forward edge of the starboard window and another fixed to the starboard side of the winch upstand as near as possible to the winch **along with** your Membership Number permanently marked. (Stencilled, Decals – available from the Club, but NOT with MAGIC MARKERS).

Your membership number is the number printed on your swipe card.

CLUB RULES

These requirements are mandatory.

The Administrator keeps the Boat Register and is to be advised of any change of boat, name or trailer registration.

If you do change your boat, the new one must be inspected by a Boat Inspector. An inspection form is available on our website – obcofnorthland.co.nz. Also, please ensure that when selling your boat that the OBC 1-1 sticker is removed from your old boat.

If you have a problem with another member, and it is not prudent to sort it yourself, contact the Club Complaints Committee. They will need to know what happened, date, time, boat name and/or member number, and whatever other information you can give.

Sheriffs patrol the ramps to ensure members comply with these Club Rules.

If you are found to be in breach of Club Rules you will be issued an infringement notice and asked to contact the Sheriff who issued the notice within seven days.

JOINT OWNERSHIP

If you jointly own a boat, each owner must be a member of the Club. The only exception is for family members living at the same address who have attended an induction.

MEMBERSHIP

There are three classes of Membership:-

Full Membership.

Associate Members for people without a boat who still want to be a member.

Veteran Members for those over 60 years of age and have been a member for over 10 years/or members with 25 years continuous membership.

THE FOLLOWING ITEMS ARE MANDATORY:

It is an obligation of every skipper to ensure that before launching their vessel, it is seaworthy in all regards.

- Two Anchors with suitable Chain and Warp for boats 3.5 metres and over.
- One Anchor with suitable Chain and Warp for boats under 3.5 metres.
- A Boat Hook or Gaff
- A Pontoon Launch and Retrieve Rope – ONE length of warp 1.5 times the boat length
- A Fire Extinguisher.
- An orange flag as Distress Signal (Club has these)
- First Aid Kit.
- Powerful Torch
- One Lifejacket, or approved Buoyancy Aid for each person on board.
- VHF Radio or Cell Phone
- Bucket or Bailer

OPTIONAL EQUIPMENT:

In addition, a prudent skipper should have the following:

- Alternative means of propulsion
- Spare bung
- Sea Anchor
- Navigation Lights
- Distress Flares – unexpired
- Tool Kit
- Reserve Supply of Fuel
- Spare bailer

The Club would recommend that all members obtain a copy of Navigation Safety By Laws from Northland Regional Council

Please be safe at sea, and enjoy your boating.

From the committee of the Outboard Boating of Northland (Inc.)

Hazard_Class

SpecificHazName

ANIMALS

Dogs On Site:

CONTROL DATA Dogs are not permitted to be in the compound unrestrained. If unrestrained, they must remain in your vehicle until you are ready to take them to your boat.

Date Reviewed	Cause of Harm	Harm
12-Jun-15	Slips Trips Falls	Sprain or Strain

BOAT RAMP: SLIPPERY WHEN WET AND MUDDY

CONTROL DATA When walking around the ramp, be aware that at times the ramp can get very slippery. Water, mud and green algae are the main causes of this. Refrain from Jandals and Croc shoes, these are extremely dangerous foot wear around boat ramps.

CAUTION: should be taken when ramps are being cleaned (monthly).

Date Reviewed	Cause of Harm	Harm
21-Jun-15	Slips Trips Falls	Bone Fracture

BOATS:

Deploying & Retrieving

CONTROL DATA It is essential that if you are preparing to deploy your boat that it is secured to the pontoon with your mooring rope. Boats that are not secured can drift into the path of launching vehicles/trailers and serious injury can result.

Date Reviewed	Cause of Harm	Harm
21-Jun-15	Being hit by moving objects	Crushing / Death

CHILDREN: Children running around the compound

CONTROL DATA Site Hazard Board. Stating that when vehicles are in the process of reversing, driver should be aware of his/her surroundings.

Date Reviewed	Cause of Harm	Harm
12-Jun-15	Hit by moving objects	Crushing / Death

HAZARDOUS SUBSTANCES AND CHEMICALS

Hazardous substances management

CONTROL DATA Observe and comply with requirements. Develop and maintain a hazardous substances register.

Date Reviewed	Cause of Harm	Harm
21-Jun-15	Chemical or chemical product neurological disease/chemical burns/eyes	

PERSONNEL: Contractors - engaging and working with

CONTROL DATA OBC of Northland prequalifies its contractors.

Date Reviewed	Cause of Harm	Harm
21-Jun-15	Personal	Severe debilitating harm - all types

VEHICLES: Moving vehicles / Public

CONTROL DATA When parking your trailer be considerate to other members. Follow the parking protocol.

Date Reviewed	Cause of Harm	Harm
22-Jun-15	Being hit by moving objects	Crushing / Death

Fill in the next page.

Cut / Tear off and
return to the Administrator

Induction Acknowledgement

I _____ (Full Name)

Hereby acknowledge that I have read and understood (and have received a verbal explanation) the rules of the Outboard Boating Club of Northland.

I understand that the Outboard Boating Club of Northland has developed policy and procedure as relates to the Risks and Responsibilities of membership and the use of the facilities. I have had this explained to me, together with having read and understood the Hazard Register for the Club's facilities.

I agree as a member to observe the rules of the Club, be mindful of the hazards that are present at the facility, and, fulfil my responsibilities as a user of the facilities in accordance with prevailing Health and Safety Legislation.

I also acknowledge that if I bring visitors to the site, I am responsible for their conduct, and, to advise them of the hazards and risks related to the use of the facility.

Declaration I / We / Full Name(s)

Residential Address _____

Signature(s) _____ Dated _____

Witnessed by (Your Signature must be witnessed by a member of the Executive Committee)

Club Number _____

Name _____

Signature _____ Dated _____