MENGEHAM RYTHE SAILING CLUB CRUISER MANUAL

The Manual is prepared and updated by the Cruiser Committee and approved by the General Committee.

The Manual is issued as a matter of course to members who have been allocated a Club mooring. Other members wishing to receive one should apply to the Honorary Cruiser Secretary (HCS) or look on the Club website.

The Manual lays down Cruiser Committee policies, instructions and guidance, all designed to give Club members maximum and fair benefit from cruiser facilities at the Club.

Although it naturally reflects them, the Manual does not purposefully reiterate the Club Rules and Byelaws. These are separate documents which members should take time to read. There are clauses within Rules and Byelaws that apply specifically to Cruiser Members. Nothing in the Manual shall be deemed to override current or future Club Rules, Bylaws or General Committee policies.

If the reader requires clarification or more detail, any Cruiser Committee member will be happy to assist.

Notes

Throughout the Manual the title Honorary Cruiser Secretary is abbreviated to HCS.

Throughout the Manual the words "cruiser" or "cruisers" apply to all members' boats that are accommodated on Club moorings, whatever they may be called in strict terminology. This differentiates them from "dinghy" or "dinghies", boats that are kept ashore when not in use, and "tender" or "tenders", boats that are used to transport crews and belongings to and from cruisers and are kept ashore when parent cruisers are at their moorings. Within Club documentation as a whole the words "boat" or "boats" cover all or any of "cruiser(s)", "dinghy(s)" and "tender(s)"

The phrases "lift out" and "lift in" refer to the removal from and putting back in the water the main body of cruisers, using a hired crane located on Coles Quay The phrases "ramp recovery" and "ramp launch" refer to the removal from and putting back in the water the group of "Shrimpers" and other smaller cruisers, using the Club ramp, a suitable towing vehicle and static winch.

Throughout the Manual the words "trailer" and "trailers" do not imply a device or devices suitable for use on public roads. The words refer to a device or devices for use on private property.. The fact that some of said devices may be suitable for use on public roads is irrelevant as far as the Manual is concerned.

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1. Cruiser Committee

The Cruiser Committee is a sub-committee that reports to the General Committee The Cruiser Committee manages all Club cruiser events and facilities. It does so in compliance with Club Rules, Byelaws, and General Committee policy.

The Cruiser Committee consists of the HCS (Chair), elected at the Club AGM, and a maximum of seven other Club members, elected at the Annual Cruiser Meeting, one of whom the HCS may appoint as Assistant Cruiser Secretary.

Cruiser Committee meetings are held monthly from September to March, inclusive. For the remainder of the year meetings are held on an ad-hoc basis as required and with consideration to events in the cruising program. Normally a Flag Officer of the Club attends, ex officio. The Honorary Sailing (dinghy sailing) Secretary has a standing invitation to attend, ex officio.

The Cruiser members meet at the Annual Cruiser Meeting, held in late autumn on a date prior to the Club AGM. The agenda is posted on the cruiser notice board twentyone days before the meeting. Nominations for election of members to the Cruiser Committee must be with the HCS seven days before the meeting.

2. Moorings Administration

2.1 Applications for Mooring

Applications for moorings, whether for initial allocation or change of mooring, must be made in writing to the HCS. The HCS will respond by sending each applicant a form upon which to enter boat, membership and ownership details. Receipt of completed forms enables the HCS to place applicants on the waiting list.

Applications are subject to a deadline of 30th November in the year preceding allocation. Applicants that do not achieve the deadline will be added to the bottom of the waiting list for the year in question. In the following year their position based on seniority will be re-established.

When a boat is shared the Cruiser Secretary is to be informed of the initial distribution of shares and any subsequent changes during the waiting period.

2.2 Allocation Procedures

Moorings are allocated annually, before lift in.

Subject to availability, moorings will be offered to members on the waiting list and members who, during occupancy of a mooring, experience difficulties and require a different mooring.

The following criteria are used in the allocation of moorings:

Type of membership.

Ranking according to seniority in qualifying categories of membership

Distribution of ownership

Number and type of moorings available

Details and suitability of boat

Allocation of a mooring is made to an individual Club member on the basis that he or she wholly owns the boat or is the representative and a participant in ownership shared with other Club members(s).

In the case of shared ownership, all part owners of a cruiser occupying a club mooring must be Full Club Members.

Proof of boat ownership may be required before allocation of a mooring. In the case of shared boats the number of shares held by each member is to be stated.

Members applying for 6 to 9 metre moorings require 4 years seniority in the qualifying categories of membership before they can be allocated a mooring for their long term use. Members applying for a 10 metre mooring require 10 years seniority in the qualifying categories of membership before they can be allocated a mooring for their long term use.

In the case of a shared boat the average seniority of share owners determine ranking on the waiting list, except that husband and wife shareholders are ranked on the seniority of the most senior spouse.

Seniority is accumulated in the following categories of Club membership, including Probationary and Full membership periods:

Honorary Life Family Ordinary

Graduate Associate

Other categories of membership do not count Qualifying periods prior to a period Out of Port (during which a holding fee is paid) count towards seniority, subject to restrictions in Rules and Byelaws. If a member cancels his membership and later rejoins he will not carry over any seniority

When moorings become available but there is insufficient take up from members with qualifying seniority, members with less seniority may be offered them on a temporary annual basis. In these cases the HCS will obtain the necessary approval from the General Committee before making the allocation.

If an allocation is made prior to ownership of a cruiser, the member concerned shall be given until 30th November in the year of allocation to obtain one of the type (or equivalent type) stated in his or her mooring application. If cruiser ownership is not registered within the time limit, the mooring will enter the allocation process for the next cruising season and reallocation of a mooring to the member in question will be withheld. Failure to occupy the mooring within the time limit will result in the allocation being cancelled and any further application being refused for two years or until a suitable boat has been acquired. Mooring fee during non-occupancy periods will be calculated for the maximum cruiser length the Club allows on the mooring.

The overall length of a cruiser shall be defined as the fore and aft distance between the two extremities of the cruiser and appurtenances when it is in its moored configuration. If the overall length is in doubt the HCS will measure it or have it measured. If the cruiser requiring measurement is afloat, the owner must bring it alongside the pontoon for measuring. Cruisers in excess of 10 metres overall length will not be allocated club moorings.

2.3 Conditions of Mooring Occupancy

The approved window for mooring occupancy is 1st April to 30th November. Occupancy outside this window may be permitted if a request is put in writing to the HCS. The winter mooring fee is 1.5 times the summer mooring fee.

The ownership of cruisers occupying Club moorings is a vital component of the Club's data base. Any change or redistribution of ownership must be notified to the HCS without delay.

Tenure of mooring is not transferable without approval and action by the Cruiser Committee.

If a share in a cruiser is sold to a non-member, all facilities for it shall be withdrawn. If a share is sold to a member, continued use of facilities shall be subject to a new application.

A mooring holder planning to change cruiser and keep his mooring must apply to the HCS well in advance. Instances when a different category of mooring is required will be dealt with as a new application, but with priority allocation. Mooring fee during non-occupancy will be calculated for the maximum cruiser length the Club allows on the mooring.

If a cruiser having a moored overall length of 9 metres or less is occupying a 10 metre mooring the owner may be required to make way for one that requires the full 10 metres. This is subject to a suitable alternative being available for the cruiser already on the 10 metre mooring.

After their first year with a mooring, mooring holders are expected to keep their moorings in use, their cruisers operational and pursue sailing / cruising activities during the cruising season. If a mooring or cruiser is little used or a minority share owner is enjoying majority use of the cruiser he or she part owns, the HCS may recommend to the General Committee that tenure of the mooring be terminated If there are exceptional circumstances that prevent use of cruiser or mooring over a lengthy part of the season, dispensation should be requested from the HCS.

Mooring holders are expected to make a fair contribution to maintenance of Club moorings in general.

3. Moorings Upkeep

3.1 Design and Supply of Equipment

Moorings are provided in standard form and are not to be altered without the consent of the HCS.

The Club provides all standard mooring components except strops. Cruiser owners shall provide strops of adequate strength for bow or bow and stern (as appropriate). They should have a length approximately equal to that laid down by the Cruiser Committee. Adherence to design strop length is necessary in context of overall mooring design. To suit cruiser geometry the HCS may in certain circumstances approve lengths other than those recommended. If double strops are used then each must be of adequate size for the cruiser.

Besides strop(s), owners may supply additional non-standard items (such as a stern buoy or stern pick-up buoy) that have been approved. All owner supplied items shall be maintained in good condition. All owner supplied items shall be removed within the two weeks after lift-out day or ramp recovery day, whichever is later, and installed at least two weeks before lift in day or ramp launch day, whichever is the earlier. Owners' strops (east) and strops plus pick-up lines (west) may be kept in the Club Buoy Store during the winter months if they are properly identified and there is room. Moorings east of the Clubhouse are required to have a chain strop at the bow, either as main strop or as backup. Strops of chain or rope are to be properly maintained and of adequate size. Each east fore and aft moorings has a sinking link line connecting the forward mooring to the aft mooring. Unlike the west moorings (see below) the link line shall be kept connected throughout the year.

On moorings trots west of the Clubhouse the spacing of mooring buoys and the safety of moored boats is maintained by link lines connecting adjacent mooring buoys. Each link line assembly consists of bow strop (owner supply) pick-up line with floats (Club supply) and stern strop (owner supply), all connected in series. During tenure of a west mooring the cruiser owner is custodian of the complete link line and responsible for removal and installation at the appropriate times. See the third paragraph above.

3.2 Inspections

Mooring holders are responsible for keeping an eye on their moorings during the cruising season and reporting their concerns to the Cruiser Committee.

Mooring holders are required to carry out annual inspections in the period between Lift Out and the end of December. They can be carried out from a dinghy when the mooring is unoccupied and the depth of water at the mooring is less than 0.5m. However, inspection personnel must not risk personal injury. Difficulty in reaching the shackle between the riser and the heavy chain should be reported to the HCS who will arrange for mooring barge assistance. Defects should be reported to the HCS, who will mobilise manpower to carry out repairs. Inspection details are as follows:

3.2.1 West (fore and aft moorings on shared risers) (see Figure 1)

Inspect the 12.5mm riser chain from your bow buoy down to the top of heavy 26mm chain, including all shackles. *Note: Cruisers at the east end of the trots have an individual stern buoy with riser which should also be inspected, as above.*

3.2.2 Dinghy Trot Moorings (fore and aft moorings on individual risers) (see Figure 2)

Inspect both <u>bow</u> and <u>stern</u> 12.5mm riser chains down to the heavy 19mm chain, including shackles.

3.2,3 East moorings, North and South (fore and aft moorings on individual risers)(see Figure 3)

Inspect both <u>bow</u> and <u>stern</u> 12.5mm riser chains down to the top of the heavy 26mm chain, including shackles.

3.2.4 North Leak and Northeast Leak (fore and aft moorings on individual risers) (see Figure 3)

Inspect both <u>bow</u> and <u>stern</u> 12.5mm riser chains down to the top of the heavy 26mm chain, including shackles.

3.2.5 Northeast Leak No.170 (fore and aft spread mooring) (see Figure 4) Inspect both bow and stern pairs of 12.5mm risers down to the top end of the heavy 26mm chain, including all shackles. *Note: This mooring has four anchor blocks and risers in "spread-eagled" formation to contain the boat within the narrow channel.*

3.2.6 North and South Leaks (swinging moorings) (see Figure 5) Inspect 12.5mm riser chain down to the top of the heavy 26mm chain, including shackles and mid-length swivel.

Note: When inspecting moorings, check the completeness of the identification number on the mooring buoy. To satisfy the requirements of the Harbour Master, MRSC buoys are marked with **MMPP** which identifies the licensee (MRSC) plus three numerical digits, e.g. **220**, to identify the actual mooring, plus one letter with one numeral, e.g. **B2**, to indicate the class of mooring.

If the Cruising Committee discovers defective mooring equipment supplied by the mooring holder, he or she will be notified and must make repairs without delay.

3.3 Maintenance

Mooring maintenance work is normally carried out between lift-out and lift-in under the guidance of the Cruiser Committee. All mooring users are expected to offer a reasonable level of assistance in this work, within their physical capability. Consistent failure to attend when requested will be noted and reported to the General Committee.

Whilst the moorings are maintained to a high standard based on the judgement and experience of the mooring teams and guidance from the Cruiser Committee, neither the Club, Cruiser Committee nor any individual club member involved in maintenance work can accept any liability for mishap relating to a Club mooring.

4. Tenders

Slots in areas set aside for tender parking will be allocated to mooring holders as part of their mooring fee. Unused slots may be allocated to other members but they will be required to pay a separate fee. Allocations will be made on the basis of seniority.

All tenders must be clearly marked with the name of the current parent boat and/or the owners name on the outside of the transom. Should labels be provided by the Cruiser

committee, they must be affixed so they are visible without uncovering or lifting the tender.

Tenders with an LOA in excess of 3m are not acceptable in tender parking areas and owners should apply to the Hon Sailing Secretary for a slot in the Dinghy Park. The appropriate fee must be paid for this facility.

The length and size of launching trolleys should be appropriate to the length of the tender and must also be identified. Tender and trolley must be positioned in their allocated slot so as not to obstruct the pathways.

When West and Dinghy Trot mooring holders leave their tenders at their mooring they must secure them fore and aft to the forward and aft ends of their mooring, thereby preventing them from swinging onto adjacent cruisers.

5. Pontoon, Jetty and Quay

Cruisers should use the new (west) pontoon rather than the old (east) one. The old pontoon is used more by dinghies and race support craft.

Alongside facilities are provided for short stay to transfer stores, take on water, board personnel and carry out minor repairs / servicing. The quay is also used for lift in, lift out and removing / installing masts.

To give fair access to all cruiser members a single stay of more than 24 hours must be arranged with the HCS or, if he is not available, with Rear-Commodore Sailing or a member of the Cruiser Committee.

When mooring up alongside, cruiser owners should deploy fenders, breast lines and springs. Owners moored alongside jetty or quay should take account of rise and fall of tide to avoid over tensioning mooring lines. Possessions must not be left to obstruct walkways.

6. Winter Lay Up

Winter lay up for cruisers is available in the Club car- park and "Shrimper Alley", and on the Quay. The location of each cruiser will be decided by the Cruiser Committee. This facility is only available to members with Club moorings, except in special cases when the General Committee may permit members who do not have club moorings to store their cruisers at the Club if space is available. In any event, cruisers over 10m overall length will not be accommodated.

In general, each laid up cruiser shall be kept on a suitable trailer, enabling transportation between Quay and lay up location. However, some space is available on the Quay within reach of the crane used for lift in and lift out. This facility is normally restricted to members in their first year on a mooring who have had insufficient opportunity to design and construct a trailer. Cruisers laid up on the quay must be securely chocked to prevent them falling over in the most severe weather conditions.

As a rule all cruisers and trailers must be clear of the Club car park by the 1st of May each year and not return until 7 days before lift-out. However, in extenuating circumstances the General Committee may grant an exception.

To facilitate inspection and maintenance of moorings, cruisers must in general be off their moorings from the end of November to beginning of April. However, upon request to the HCS permission may be given to remain on a mooring during the above period. In such cases the mooring holder must pay an additional fee of 1.5 x the summer mooring fee.

7. Trailers

Free parking of one trailer for each cruiser currently allocated a Club mooring or allocated winter lay up at the Club is available on the "marsh" during the following summer. Parking for other trailers may be available, subject to application to the HCS and payment of the appropriate fee.

The generally acceptable trailer is the close-coupled type with clearance under the towing eye of about 450mm when the frame is parallel to the ground and the trailer is unloaded.

Trailers with Ackerman type steering already in use at the Club are acceptable in the medium term if the turning circle and quality of the mechanism are suitable for negotiating routes to and from the loading/unloading position at the lift in, lift out crane and to and from any lay up position in the Club car park. However, whenever a cruiser with Ackerman type trailer is sold out of the Club or no longer requires lay up at the Club, the trailer must either leave the Club permanently or the Club member who owns it must convert it to the close coupled type. In the latter case the conversion must be completed in the period between sale of the cruiser out of the Club or cessation of requirement for lay up, and the next but one lift out. New introductions of Ackerman steered trailers will not be permitted.

A towing eye is preferred to a ball hitch, the latter only being acceptable on road trailers. If a ball hitch is fitted it must be properly maintained and unlocked before lift in and lift out.

The owner is responsible for ensuring his / her trailer is fit for purpose. In order to achieve this, the following must be incorporated:

- Enough width between wheels to give a stable platform in the worst conditions.
- Distribution of load such that vertical force at the towing eye is not excessive.
- Wheel and tyre load bearing capability (rating) that is well in excess of the trailer weight plus gross weight of cruiser.
- Structure, fittings, supports and tie down arrangements that are more than strong enough to support all loads in all directions whilst the cruiser is laid up in winter and during the tow between Quay and car park (both directions).
- Adequate stops to restrain cruiser movement in all directions. (A number of
 otherwise satisfactory trailers have been made unsatisfactory because stops
 have not been high enough to capture keels when wooden support blocks have
 been added.)
- Adequate supports to stop the cruiser from heeling or tipping on the trailer, taking into account uphill and downhill towing, and sudden braking and acceleration of the towing vehicle.
- Sufficient, easily adjustable supports to allow for changing attitude of cruiser when it transfers its weight from crane to trailer and for slight variances in final positioning. (Note: Experience suggests the best type of adjustable support is one based on the "Acrow" prop.)
- Support blocks of soft wood rather than hard wood to give better grip between keel and trailer.
- Keel positions marked on the trailer to aid correct loading of cruiser. (May not be possible if the trailer is being used for the first time.)
- A substantial, adjustable jockey wheel on trailers with appreciable "nose" weight to assist manual moving and hitching/unhitching without risk of back injury.
- Regular maintenance that prevents corrosion beyond the merely superficial, ensures renewal of degraded components (e.g. tyres) and keeps running/actuating gear in good working order.

Labels provided by the owner in compliance with the Club byelaw should be made up of 50mm high letters so the owner is easily identifiable. Labels should be applied to both sides or on top of the tow bar.

In the interests of safety the HCS has the right to refuse the use of any trailer on Club premises if the Cruiser Committee considers it unsuitable for the load being carried. Any owner with doubts about suitability of a prospective trailer should consult the HCS before it is acquired.

Disused trailers remaining on the Club premises are the responsibility of the owners and are subject to storage charges. However, within the period between cessation of use (disassociation from cruiser it partnered) and the next but one Lift Out it must be removed from the Club or put back into use by a Club member, subject to its suitability

8. Black Shed

Winter storage for masts of cruisers laid up at the club is available in the Black Shed. Other cruiser owners wishing to store their masts must apply to the HCS, who will accommodate them if there is sufficient space and the appropriate fee is paid. Masts should be stored on the racks that most suit their lengths in order not to preclude storage of the longest masts.

Owners must clearly label any spars and other equipment they store. Labels should be marked with owner and cruiser name and attached outside any wrapping. Mast handling equipment stored in the Black Shed should be returned there after use and positioned so as not to block walkways.

9. Lift Out, Lift In

Cruiser owners must read the Safety Instructions given to them before the start of the operation and must comply with them at all times whilst working on site.

It is technically possible to lift cruisers out and in with their masts stepped. However, because of overall time considerations, the number of cruisers lifting with masts stepped will be limited to those selected by the Cruiser Committee.

At least one person from each cruiser being lifted is duty bound to contribute his or her efforts to the operation throughout the day on which it takes place. The HCS should be consulted if there are extenuating circumstances in this respect. Owners must not work on their cruisers when they are suspended in the crane strops. Members who are not either Club mooring holders or lay-up space occupants may have their cruisers lifted if the HCS agrees. Their cruisers must be removed from the Club premises at the end of the lifting operation.

For the safety of members working on deck, masts must not be stowed on cruisers being lifted. Naturally, this does not apply to masts that are fully stepped / installed and agreed to be "up" for the lift.

Self-adhesive labels must be fitted on all cruisers to assist the correct positioning of lifting strops. Labels are available from the HCS.

Insurance of cruisers during all handling lifting, towing, launching and recovery operations at the Club must be covered by the cruiser's own insurance, irrespective of whether or not the cruiser is fully rigged.

Because of uncertainties in timing and duration of lifts and the possibility of sudden cancellation due to poor weather, breakdowns, etc, a refundable levy approximately equal to and separate from the lift fee will be charged. The levy will be collected at registration on scheduled lift day. Payment should be made either by cash or by cheque made out to MRSC. Payments made by cheque should be separate from the lift fee to facilitate quick and easy refund.

10. Miscellaneous

The Club does not accept any responsibility for members' property

Boats on Club premises, at Club moorings, used from Club or involved in Club activity must carry third party indemnity insurance to the minimum value specified in the Club Rules and Byelaws.

Although intended for use by visitors, "Visitor" buoys may be used by Club members awaiting tide.

Mains electricity from Club outlets should in general only be used for small power tools and lighting during cruiser maintenance. It is not to be used for heating or dehumidification of cruisers unless the owner gets HCS agreement and reimburses the Club for the electricity consumed by these or similar items.

Cruisers and tenders residing on Club land or Club moorings must not be lent to nonmembers. This ensures Club facilities are not enjoyed by non-members except when they are visitors who have been signed in and are accompanied by a Club member.

Cruiser facilities shall not be withdrawn from a member unless a Club Rule, Byelaw or policy is deemed to have been infringed. The warranting of such action is to be determined by the General Committee.

Members who invite company personnel or individuals, who are not Club members, to work on their possessions at the Club must manage and be responsible for their admission to and actions on Club premises Club keys must not be lent to nonmembers. All rubbish produced in course of the work must be correctly disposed of.

Members may use the slewing davit on the Quay for stepping / un-stepping masts and handling engines and other items that do not exceed the SWL (Safe Working Load). During busy periods time spent alongside the Quay should be minimised by carrying out preparations and final adjustments elsewhere. The SWL of the davit is 500lbs (226.8kg). Weights in excess of this are not to be lifted. The davit is not available in the period between lift out and lift in. The davit must be fully secured after use.

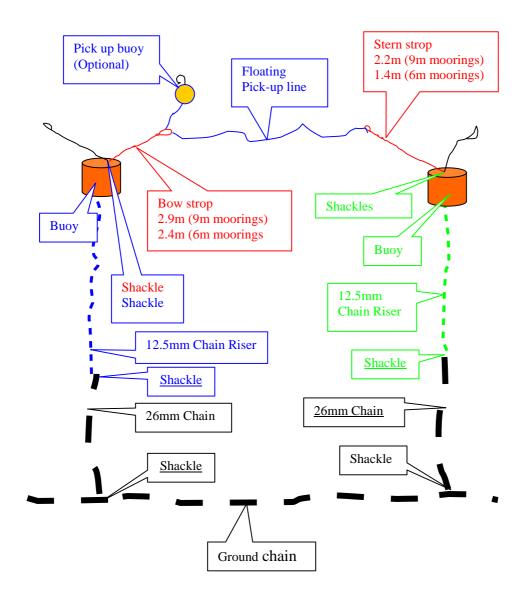
A gantry hoist with a maximum operational load of 2.5 long tons and suitable for such tasks as lifting engines in and out of boats is available in the car park. The gantry must not be moved from its location in the northwest corner of the car park. The cruiser to be worked on should be moved to that location. However, once the cruiser is under the gantry, the gantry can be run out the short distance to enable it to plumb all parts of the cruiser. Use of the gantry hoist must be arranged with the HCS.

For security reasons, ladders must not be stowed under laid up cruisers unless they are padlocked to the trailer.

Domestic waste from cruisers may be disposed of in Club refuse bins. All other waste, including oil, batteries, obnoxious/toxic waste, must be disposed of in the appropriate facility outside of the Club. From the Club, the nearest waste disposal facility is in Fishery Lane, Hayling Island.

A cruiser member wishing to work on his / her boat in the Salt House or Black Shed, must seek permission from the Rear-Commodore Sailing. After six weeks of occupation a charge of £5 per week will be made.

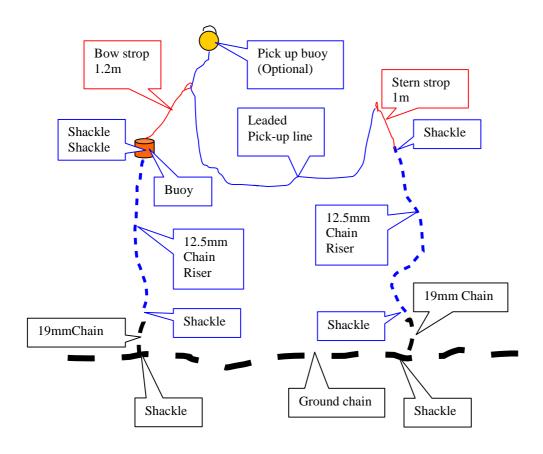
Figure 1: West Moorings (fore and aft)



Items coloured BLUE - Club provides and maintains, user inspects
Items coloured BLACK - Club provides, inspects and maintains

Note: Moorings at eastern end of trots have stern buoys as well as bow buoys. User inspects.

Figure 2: Dinghy Trot Moorings (fore and aft)

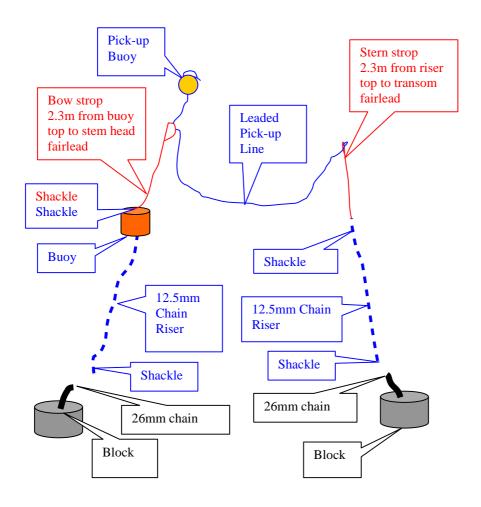


Items coloured BLUE - Club provides and maintains, user inspects Items

coloured BLACK - Club provides, inspects and maintains

Figure 3: East Moorings, North and South (fore and aft)

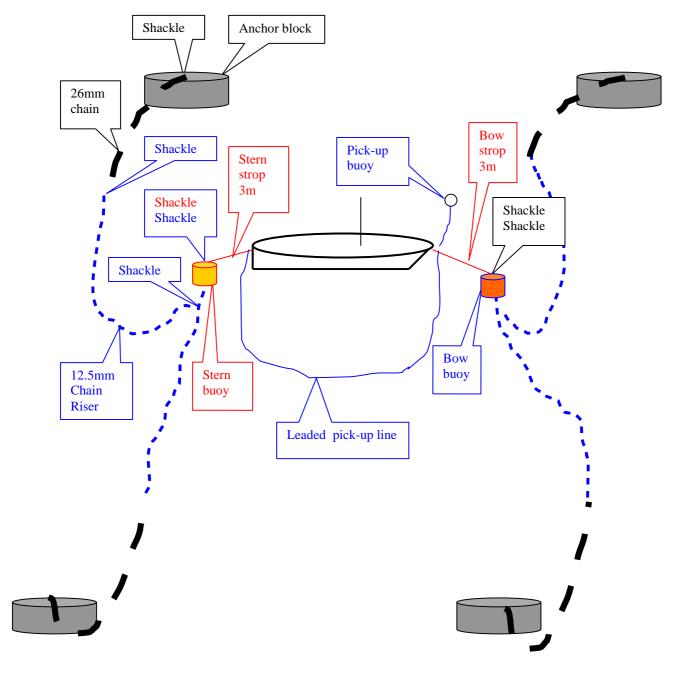
Northeast Leak Moorings, except 170 (fore and aft)



Items coloured BLUE - Club provides and maintains, user inspects

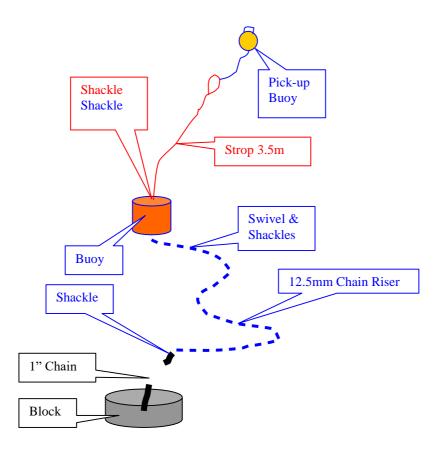
Items coloured BLACK - Club provides, inspects and maintains

Figure 4: Northeast Leak Mooring 170 (fore and aft)



Items coloured BLUE - Club provides and maintains, user inspects Items coloured BLACK - Club provides, inspects and maintains

North and South Leak Moorings (swinging) Figure 5:



Items coloured BLUE - Club provides and maintains, user inspects Items

coloured BLACK - Club provides, inspects and maintains

Figure 6: Mooring Layout

