POL-007
CLUB BOAT USAGE POLICY

1. PREAMBLE

Fremantle Sailing Club vessels listed below are provided to support Club activities and programs. All Sections utilising these vessels must do so in accordance with this Policy and Procedure.

This Policy and Procedure applies to the following vessels only. Club RIBs are governed under a separate policy:

- *Success*
- *Max Shean*

2. AVAILABILITY

- All bookings and requests for the club's support boats must be made through the Boating Office. If any conflicts are known to occur the Boating Office shall liaise with the relevant Section Captains, Flag Officers, Harbour Master and the CEO.
- The Sailing Handbook shall be the basis for the yearly booking of the support vessels. Events in the Sailing Handbook are to be entered prior to accepting other bookings for the season.
- Each Section must appoint a nominated contact person to liaise with the Boating Office regarding vessel bookings. The nominated contact person will be provided access to the Google Booking Sheet and is responsible for entering and maintaining the Section's vessel booking requests in accordance with this policy.

3. CERTIFICATION & TRAINING

- All authorised boat users ('skippers') must provide the Harbour Master with copies of their marine qualifications, including a Recreational Skipper's Ticket (RST).
- All skippers must be assessed by the Harbour Master and deemed competent to operate the vessel they intend to use.
- All skippers must hold the First Aid qualifications listed below, or an equivalent or higher qualification.
- Where an equivalent qualification is claimed, it must be approved by the Harbour Master's Office or the CEO.
    - HLTAID009 – Provide cardiopulmonary resuscitation
    - HLTAID010 – Provide basic emergency life support
    - HLTAID011 – Provide First Aid
- All training and competency records must be signed off by the Harbour Master and retained by the Harbour Office.
- A register of approved skippers is maintained by the Harbour Office.

- The vessel Success has an Operator's Handbook. A copy of the handbook must be provided to each skipper on completion of their induction.
    - Where a person requires additional training or recertification, this must be recorded and the person must not be in control of the vessel until the Harbour Master has confirmed their competency.
- Provided an authorised skipper maintains the required training and certification, they are covered under the Club's insurance policy. Volunteers over the age of 75 also remain covered; however, some benefits may be reduced due to age-related policy limitations. The Club may require a medical assessment where necessary to confirm an individual's fitness to safely undertake the role. Further information is available from the Harbour Master.

4. OPERATION OF CLUB VESSELS

- Alcohol is permitted on a Club vessel only by application and with written permission from the CEO. The application must nominate the designated skipper, alternate skipper and deckhand, all of whom must agree not to consume alcohol until the vessel has returned to FSC and been safely docked.
- All persons aboard a vessel must be identified, together with relevant contact details, on the passenger manifest before the vessel departs FSC. The manifest must be deposited in the container provided for that purpose on the Collector Jetty before departure. In addition, a photo of the passenger manifest must be sent to the Harbour Master on 0434 539 943.
- Incidents must be reported to the Harbour Master as soon as practicable after they occur. Reportable incidents include:
    - the loss of a vessel
    - a collision with another vessel or an object
    - the grounding, sinking, flooding or capsizing of a vessel
    - a fire
    - a loss of stability that affects the safety of the vessel
    - the death or injury, or possible death or injury, of a person on board
    - the loss, or possible loss, of a person from a vessel
- Vessel defects, damage or defective equipment must be recorded in the vessel log by the skipper. The Harbour Master must sign off the log to acknowledge the issue and, once remedied the person responsible for inspecting or rectifying the problem must countersign the entry.

REVISION HISTORY

REV	Date Issued	Drafted By	Reviewed By	Authorised By	Comment
3	17/09/2026	C. Hyland	S. Nunn S. Blackburn	J. Wilton	Amended / Issued
2	29/11/2019	A.Wyntje			Amended / Issued
1	08/05/2018	M.Walker			Amended / Issued
0	09/03/2016		TD	BB	New Policy

This Policy may be reviewed and amended from time to time to ensure it remains current and meets the operational needs of the Club.