

VYC Powered Watercraft Rule

Rules:

1. Powered watercraft owned or managed by VYC are to be used to support VYC sponsored events and activities, including, but not limited to, racing events, youth sailing events, and other VYC sponsored events as designated by the Bridge and/or Board of Directors. Any other use is prohibited.
2. The Commodore shall appoint the Watercraft Certification Board [WCB]. The Commodore may delegate the appointment of this committee to the Marina Management Committee. The WCB shall consist of three experienced VYC members. Members who hold United States Coast Guard [USCG] licenses/Merchant Mariner Credential ["active" or "in continuity"] are preferred. WCB members shall be Certified Boat Operators [CBO] for each type of VYC craft. The WCB shall report annually to the Commodore.
3. The WCB shall certify CBOs to an appropriate standard assessment that includes applicable knowledge, including emergency procedures and equipment, and practical operation components.
4. VYC Powered Watercraft shall only be operated by a Certified Boat Operator [CBO].
 - a. All CBOs shall be members or employees of VYC, be at least 16 years old, and possess a California Boaters Card or appropriate USCG License/Merchant Mariners Credential.
 - b. Juniors coaches in training [aka .5s], may operate a VYC Rigid-Hulled Inflatable Boat [RHIB] under 15 hp provided they are certified by the WCB.
5. CBOs must recertify every 5 years. Junior Coaches in training [aka .5s] must recertify upon reaching age 16.

OPERATIONS

1. The "Rules of the Road" [COLREGS] shall be followed and complied with at all times. CBOs shall also operate their vessel in conformance with all USCG regulations, local rules, and Ventura Yacht Club rules.
2. Certified Boat Operators operating dry stored boats shall be certified to operate the VYC boat hoist.
3. CBOs shall immediately report any Injuries or medical issues to the General Manager.
4. CBOs shall comply with VYC policies regarding Waste Management and Prohibited Operating Areas.
5. Prior to operation CBOs shall complete the appropriate startup checklist. CBOs shall ensure that all required Fire Safety and Life Saving devices and other emergency equipment is aboard and ready for use.
6. All persons aboard a VYC powered watercraft shall wear a Personal Floatation Device while the vessel is underway. Prior to each departure, the CBOs shall brief all persons aboard the boat on emergency procedures.

7. CBOs are responsible for ensuring the boat is safely and securely moored to the dock in a seaman-like manner and the boat keys returned to the VYC Office. The boat shall be left clean and all equipment properly stowed.
8. Once the operation of the boat has completed for the day, the CBO shall complete the appropriate shutdown checklist. CBOs shall ensure that all equipment discrepancies, injuries, and other anomalies are documented in the Logbook. Any issue that will prevent immediate use of the boat shall be reported to the VYC Office, Club Maintenance Program [Limble], and any other entity designated on the shutdown checklist.

LOGBOOK:

1. CBOs are responsible for the following:
 - a. Leo Robbins –
 - i. The Logbook and key are stored in the VYC Office when the boat is not in use.
 - ii. The Logbook shall be retained aboard the boat while in operation.
 - iii. CBOs shall enter items needing attention directly into the club maintenance system [Limble] via the on board QR code.
 - iv. The Logbook and key must be returned to the VYC Office upon completion of use and if the Office is closed, they may be turned in to the Bar.
 - v. If the Office and Bar are closed the CBO will retain the Logbook and key and be responsible for returning it at the first opportunity.
 - vi. The Logbook and key shall not be left unattended.
 - b. VYC RHIBs –
 - i. The logbook and keys [dead man key] will be stored in the VYC Office.
 - ii. The CBO shall check in/out keys [dead man key] from the Office.
 - iii. CBOs shall enter items needing attention directly into the club maintenance system [Limble] via the on board QR code.
 - c. During Summer Camp for RHIBs the Head Instructor shall log any issues and engine hour meter readings with the Office every Friday.

OFFICE PROCEDURES

Leo Robbins

The Logbook and key are kept in the VYC Office when not in use. There are two binders. The Logbook and the Archive.

Check Out:

1. Only a Certified Boat Operator [CBO] may operate the Leo Robbins.
2. When asked for the Logbook and key, Office staff will check the requesting VYC member's or employee's name against the approved Leo Robbins CBO list before releasing the Logbook and keys.
3. Office staff will track the status of the Logbook and key.

Check in:

1. CBOs shall promptly return the Logbook and key to the VYC Office at the end of use.
2. If the VYC Office is closed the operator shall return the Logbook and key to the Bar [if open]. If the Office or Bar is closed the CBO will retain the Logbook and key and be responsible for returning it at the first opportunity. The Logbook and key shall not be left unattended.
3. Upon the return of the Logbook and key the VYC Office staff shall:
 - a. Remove the completed log sheet from the binder.
 - b. Inspect the log sheet for reported injuries, malfunctioning equipment, or other needed repairs.
 - c. Immediately report injuries or medical issues to the General Manager.
 - d. Report malfunctioning equipment or needed repairs to the General Manager to ensure they are entered into the VYC maintenance system [Limble].
 - e. Report to the Rear Commodore, Race Chair, and General Manager when the boat becomes unavailable for use.
 - f. Place a new log sheet in the front of the logbook.
4. When the Leo Robbins is out of service, the Office will verify with the CBO that the "Do Not Start Engine" sign is displayed on the helm [wheel]. The Office will also put the [red] "Do Not Use" laminated sheet in the front section of the Logbook.

RHIBS:

Check Out:

1. Certified Boat Operators [CBO] may only operate the specific VYC RHIBS for which they are certified.
2. When asked for the key/dead man switch key, Office staff will check the requesting VYC member's or employee's name against the approved RHIB CBO list before releasing the keys.
3. Office staff shall log the name of the CBO on the respective RHIB Use Sheet.

Check In:

1. VYC Office staff will verify key return and shall:
 - a. For *Steadfast* or *Chappy* record the ending engine hours on the RHIB Use Sheet.
 - b. Immediately report injuries or medical issues to the General Manager.
 - c. For any malfunctioning or missing equipment, enter the problem into the club maintenance system [Limble] via the QR code and notify the General Manager.
 - d. When a RHIB is unusable the VYC Office Staff shall notify Rear Commodore, Juniors Head Instructor [Waterfront Manager], Race Chair, and General Manager.
2. The key shall be returned to the Office at the end of each activity. [Use Office mailbox if required]
3. The VYC Bridge may implement special reporting rules during the VYC Juniors' Summer Camp.