

Île Perrot Yacht Club

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Member's Guide

This guide was created to assist members better understand the yearly work party process involved in launching and hauling out members' and yacht club service boats at the beginning and end of each season.

The most important things to remember are : safety and maintaining the spirit of collaboration with which our club was founded. IPYC is very proud of its safety record ever since its creation and credits its members for this record.

This guide is the culmination of many years of experience and is intended to share this knowledge with all members. Part of making our process a success is for each member to read this guide and put its content into practice.



BE PREPARED

Please remember that it is the responsibility of each member to ensure their boat is ready PRIOR to their designated Launch or Haul-Out Day.

It is also required that all the members scheduled on that date, are ready to work, as part of that day's work party, until the last boat has been launched or hauled out.

Members are asked to consult the club house bulletin board as well as the annual club calendar of activities and note the following important dates :

- Opening Day (harbour, ground & club house)
- Your designated Launch date
- Both cradle days (spring and fall)
- Your designated Haul-Out date
- Closing Day (harbour, ground & club house)

During work parties, launch and haul-out days, it is important to note the weather forecast and dress accordingly. Dress warmly, but with the possibility of removing layers as the day warms up. Good work gloves and safety shoes/boots are highly recommended. Please note that rain is often an important factor as well.



PREPARATIONS BEFORE LAUNCH DAY

Members are asked to note their Launch date, identified on the annual club calendar of activities and consult the club house bulletin board regularly for any changes.

Prior to your designated Launch Day, your 4 mooring lines should already have been installed and secured on the dock (2) and the mooring buoys (2) at your designated harbour spot (consult the mooring ball set up page in the guide).

To ensure an optimal process for all members on Launch Day, your inboard or outboard motor should also have been prepared, tested and made ready.

The Launch Team will supply proper and sturdy bow and stern lines to secure the boat for crane travel. You will be asked to secure them to the bow and stern cleats of your boat before the crane raises your boat. A minimum of three properly sized fenders on each side of the boat should also be attached.

Once your boat has been launched and secured at its designated harbour spot, you are required to return to the work party teams until the last boat scheduled for that day has been launched.

Note: to ensure the full and safe participation of all, scheduled members must plan to be at the club 30 minutes prior to the first launch time and remain with the work party until the last boat has been launched. **Also, members are not permitted to raise their mast on their scheduled launch day until after the last boat has been launched.**



Boat Launch and Haul-Out Procedures

PREPARATIONS BEFORE LAUNCH DAY

Members are asked to note their Haul-Out date, identified on the annual club calendar of activities and consult the club house bulletin board regularly for any changes.

Before the fall Cradle Day, each member must check that their cradle or trailer is properly and easily identified with their membership number and ensure the BOM and/or STERN is easily identified (consult the cradle and trailer identifying page in this guide).

Just like Launch Day, proper and sturdy bow and stern lines will be supplied to properly secure the boat for crane travel.

Please note that there are extra risks involved in manipulation and transport of boats with masts up. These additional risks induced a time consuming burden of the crane operators.

Therefore, it has been decided that all small boat must lower their mast prior to the member's scheduled Haul-Out Day. The same rule applies for large boats. However, some large sailboats have their mast resting on the keel. The member of such a boat is strongly encouraged to lower the mast. In the event the mast of a large boat is not lowered, the team will take all extra precautions in manipulation and transport of a large boat with a raised mast. The owner of the boat assumes sole responsibility for all associated risks and damages. All obstacles, such bimini, boom and various lines must be removed.

Note: to ensure the full and safe participation of all, scheduled members must plan to be at the club 30 minutes prior to the first haul-out time and remain with the work party until the last boat has been hauled out.



ROLES & RESPONSIBILITIES

For first timers, the whole process may seem daunting as you observe a slew of activity as senior and/or experienced members go about various tasks. Do not let this deter you from joining in. Observing, helping out and asking questions are really what makes these annual work party days, and the club as a whole, more enjoyable as well as efficient.

There are a few key roles that require a set of baseline understandings of the method in which they are executed. These are identified here, along with an overview of their responsibilities. Keep in mind these roles are manned by many members as they change places, giving all members the chance to participate, learn and, best of all, share with other members.

Crane Crews:

- **1 Crane Operator**
- **1 Signalman** (green vest)
The Signalman is the principal team communicator providing instructions & directions to the Crane Operator. Basically, the Signalman is the leader of the crane team.
- **2 Bow / Stern Linesmen** (orange vest)
Using their respective bow and stern line, the Linesmen are responsible for safely controlling the boat's movement during crane travel. Linesmen must follow the directions provided by the Signalman and Supervisor, as well as the Crane Operator. They must always ensure their lines are taught at all times and are not dragging and at risk of getting caught under the crane wheels.
- **2 Bow / Stern Supervisors / Travel guides** (white vest)
Normally, these team members are more experienced members who will offer guidance to the Linesmen, making sure they understand the proper techniques. During crane travel, the Supervisors will also act as travel guides (eyes) as the Crane Operator travels and navigates the yard. The Supervisors will warn and direct the Crane Operator around any obstacle as well as direct the Linesmen, if and when adjustments are required, to change the angle of the boat in order to allow safe passage.



Boat Launch and Haul-Out Procedures

Ground/Yard Crew (blue vest)

The members of the Ground crew, comprised of at least six members, will remain in the active area of the yard. Their role is to lend a hand when loading boats on/off their cradle or trailer. Under the direction of the Signalman, they will be responsible for placing the slings in proper position for pick-up. During Haul-Out, they will ensure the cradle pads are held in proper position to receive the boat.

Launch/Haul-Out Wall Crew (blue vest)

During Launch Days, once the crane has lowered the boat into the water, two of the Launch Crew members will board the boat and release the slings. Once the crane has safely moved away, the boat captain will board and leave the wall area and head to their assigned harbour spot. If an extra hand onboard is required, the captain should plan for this ahead of time. Once the boat is secured, the boat captain will return and continue working with the work party.

During Haul-Out Days, the Haul-Out Coordinator will supervise and direct members of the Haul-Out Wall Crew in making sure the boats are lined up along Dock A in proper sequence. Once the boat is secured to the wall, two of the Haul-Out Crew will board the boat and prepare the sling retrieval lines. At the arrival of the crane, the slings are passed under the hull with the help of the sling retrieval lines as directed by the Signalman. The proper positioning of the slings may require a few iterations to ensure that the boat can travel safely.

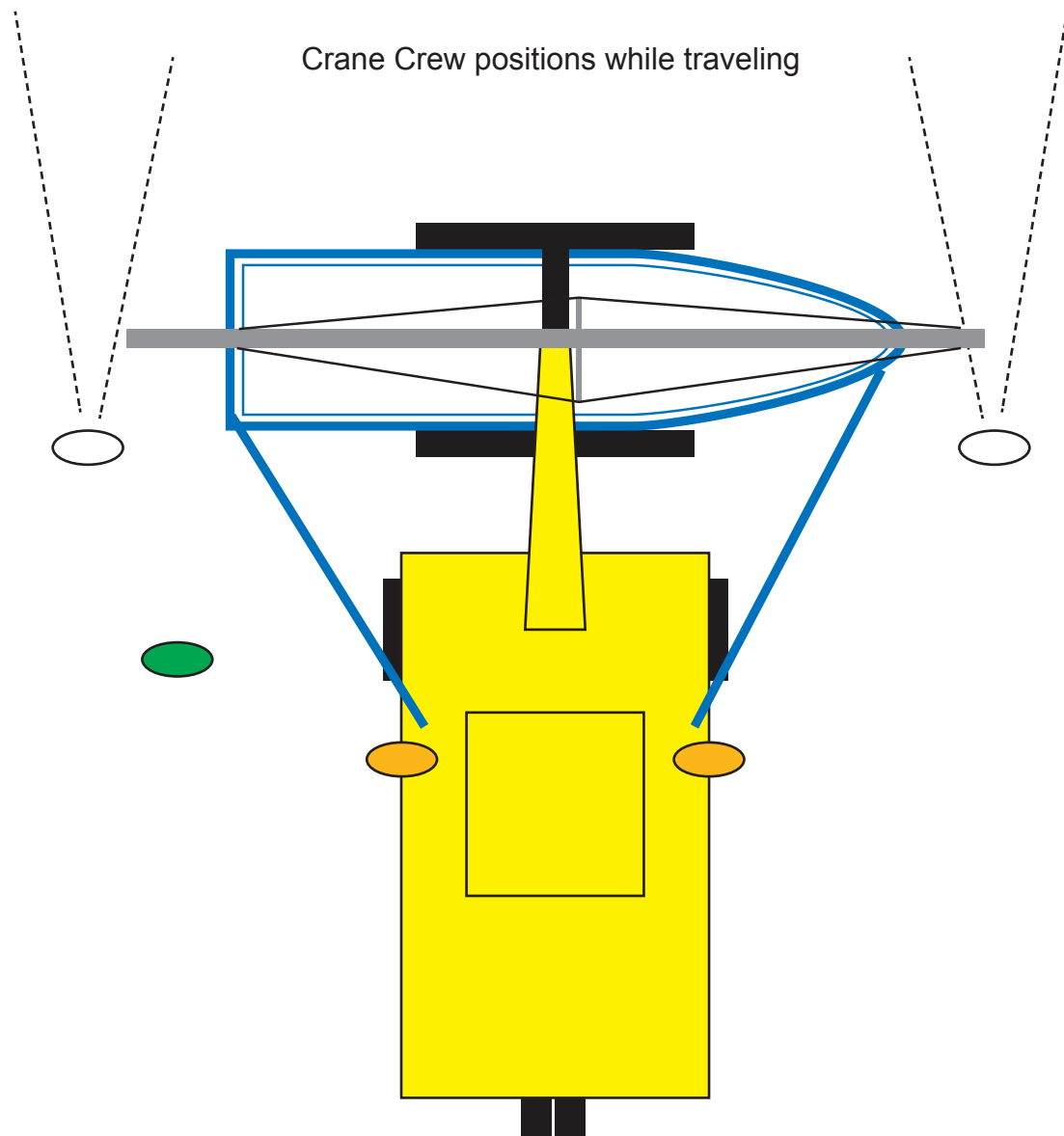
Haul-Out Coordinator (red vest)




Haul-Out Coordinator will supervise and direct members of Haul-Out Wall Crew in making sure the boats are lined up along Dock A in proper haul-out sequence prior to the crane's arrival.

The Haul-Out Coordinator will also collect the cash payment for the Boat Washers (Note: a dedicated Boat Washer is hired annually to properly power wash the boats once they have been set on their cradle or trailer. The fee for this service is 20\$ per boat).

Harbour Master (red vest)

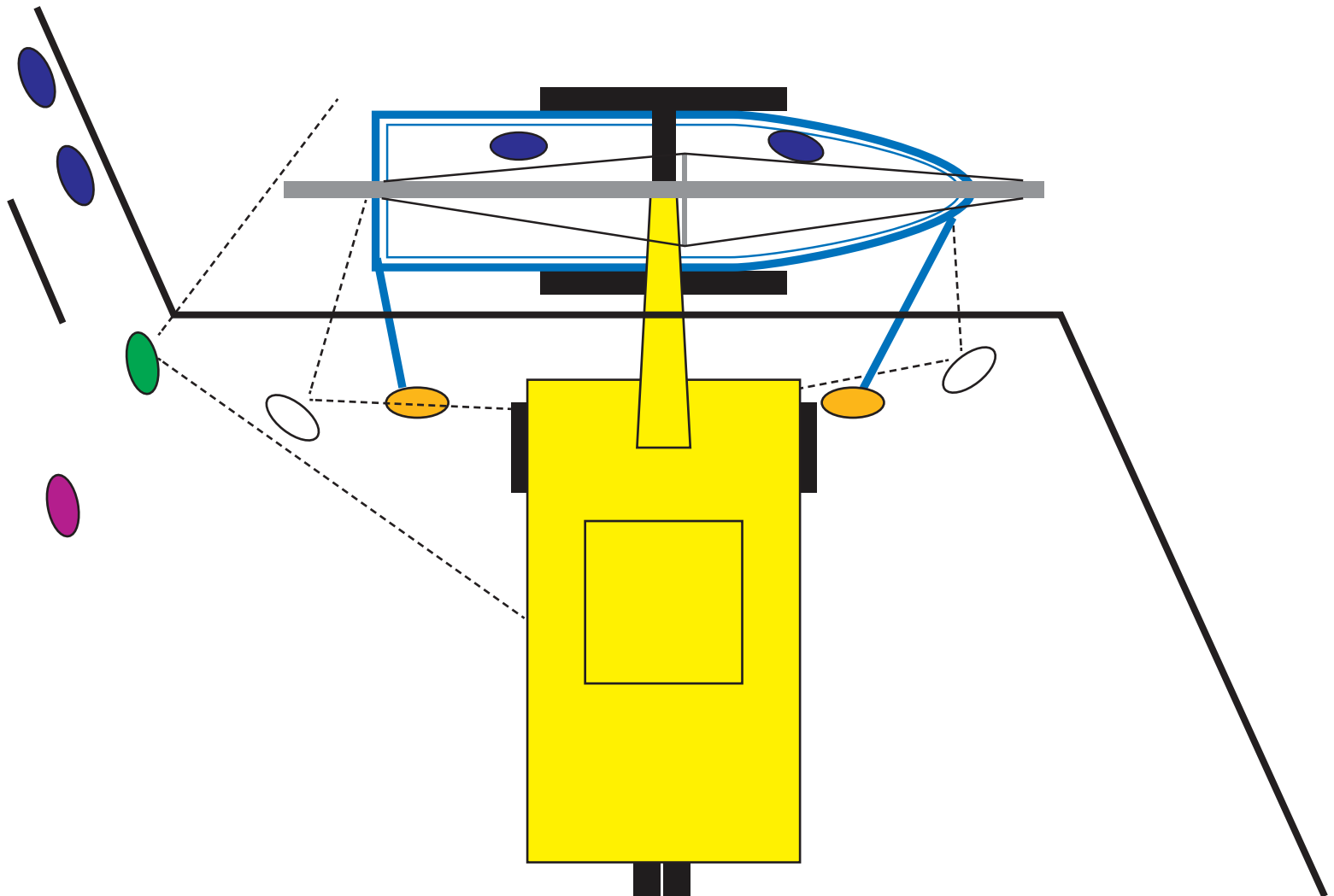
Supervises all activities.








-  Signalman & Team leader
-  Supervisors & Guides
-  Linesmen



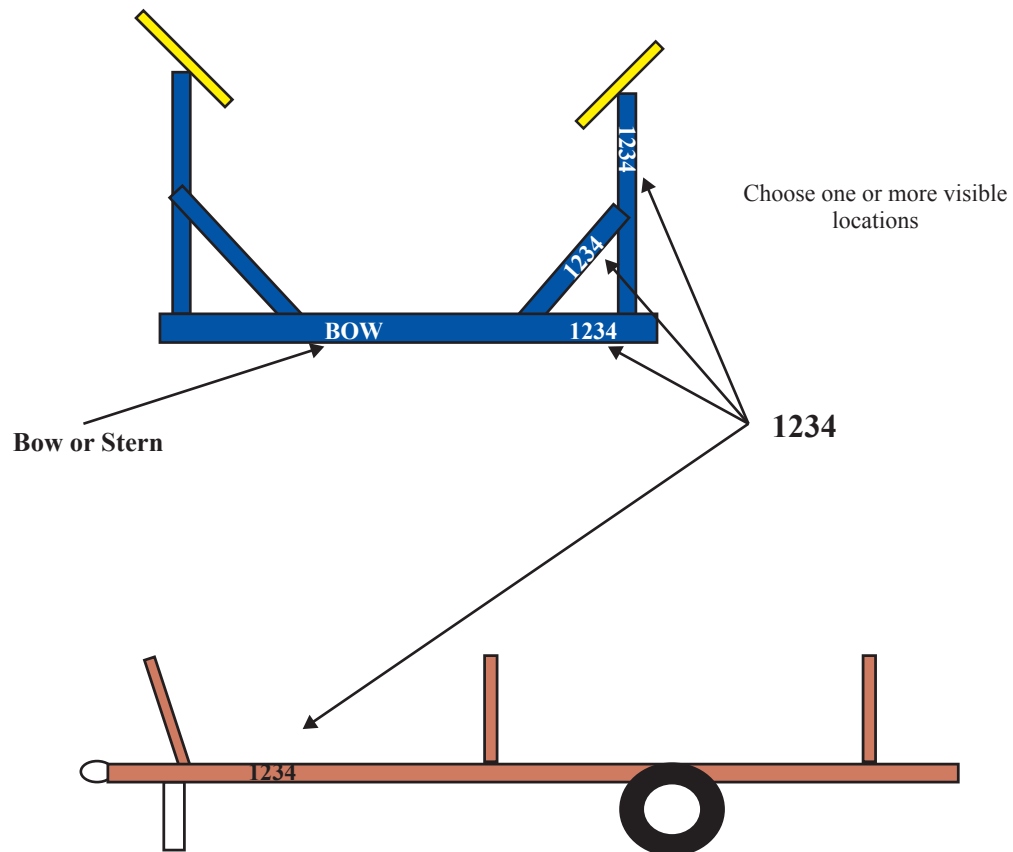
Crew positions at launch / Haul-Out wall



-  Signalman & Team leader
-  Supervisors & Guides
-  Linesmen
-  Launch & Haul-Out wall crew
-  Haul-Out Coordinator



MANDATORY CRADLE IDENTIFICATION



Your membership number must be **clearly and easily visible** on your cradle or trailer. PLEASE USE A VISIBLE COLOUR!

IMPORTANT: the front (bow) or rear (stern) of your cradle must also be clearly marked and visible.



Understanding how your bow buoys work!

