

Ile Perrot Yacht Club

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MEMBER GUIDE

This guide has been created to help members better understand the annual process of launching and hauling out members' yachts 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 on which our club was founded. The IPYC is very proud of its safety record since its inception and gives credit to its members.

This guide is the culmination of many years' experience and is intended to share this knowledge with all members. For our process to be a success, every member must read this guide and put its contents into practice.



BEING PREPARED

Don't forget that it's up to each member to ensure that their boat is ready BEFORE the day of the planned launch or haul out.

It is also necessary for all members to be ready to work on their scheduled date, with the day's work party, until the last boat is launched or hauled out.

Members are invited to consult the notice board in the Clubhouse office and the club's annual calendar of activities, and to note the following important dates:

- Harbour opening day (port, grounds and clubhouse)
- Date of your planned launch
- Cradle Day (Spring and Autumn)
- Date of your planned haul out
- Harbour closing day (port, grounds and clubhouse)

During work days, launch and haul out days, it's important to take note of the weather forecast and dress accordingly. Dress warmly, but with the option of removing layers as the day warms up.

Good work gloves and safety shoes are highly recommended.

Please note that rain is often a major factor.



PREPARATIONS BEFORE LAUNCH DAY

Members are asked to note their launch date, identified on the club's annual calendar of activities, and to check the notice board in the clubhouse regularly for any changes.

Before the 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 location in the harbour. Note that the mooring lines must be submersible and must have a float to make them easier to locate. (See the page on installing mooring buoys in the guide).

To ensure an optimal process for all members on launch day, your inboard or outboard engine must also have been prepared, tested and made ready.

The launch team will provide appropriate and strong bow and stern mooring lines to secure the boat for the crane. You will be asked to secure these to the bow and stern cleats of your boat before the crane lifts your boat. A minimum of three appropriately sized fenders on each side of the boat must also be secured.

Once your boat has been launched and moored in its designated place in the harbour, you are required to join the work party until the last boat scheduled for the day has been launched.

Note: to ensure full and safe participation by all, members should plan to be at the club 30 minutes before the time of the first launch and stay with the work party until the last boat has been launched.

Similarly, members are not allowed to raise their mast on the day they are due to be launched until the last boat has been launched.



PREPARATIONS BEFORE HAUL OUT DAY

Members are asked to make a note of their haul out date, identified on the club's annual calendar of activities, and to check the notice board in the clubhouse regularly for any changes.

Before the autumn cradle day, each member must check that their cradle or trailer is correctly and easily identified with their membership number and make sure that the BOW and/or STERN is easily identified (see the cradle and trailer identification page in this guide).

As on the launch day, appropriate and strong bow and stern lines will be provided to properly secure the boat for crane transport.

Please note that all boats must be de-masted before haul out.

Note: to ensure full and safe participation by all, members should plan to be at the club 30 minutes before the time of the first haul out and stay with the work party until the last boat has been hauled out.



ROLES & RESPONSIBILITIES

For beginners, the whole process can seem daunting as you observe a host of activities while more senior and/or experienced members carry out various tasks.

Don't let that deter you from taking part. Observing, helping and asking questions is what makes these annual work days, and the club as a whole, more enjoyable and more effective.

There are a few key roles that require a basic understanding of the method in which they are performed. They are identified here, along with an outline of their responsibilities. Remember that these roles are held by many members who change places, giving all members the opportunity to participate, learn and, most importantly, share with other members.

The crane team :

- **1 Crane Operator**
- **1 Signalman** (green jacket)

The Signalman is the team's main communicator, providing instructions and guidance to the crane operator. In fact, the Signalman is the leader of the crane team.

- **2 Linesmen** Bow / Stern (orange jacket)

Using their respective bow and stern lines, the Linesmen are responsible for safely controlling the movement of the boat while the crane is in motion. Linesmen must follow the instructions given by the signalman and the supervisor, as well as by the crane operator. They must always ensure that their lines are taut at all times and that they do not drag or get caught under the wheels of the crane.

- **2 Supervisors** Bow / Stern (white jacket)

Normally, these team members are more experienced members who offer advice to the linesmen, ensuring that they understand the appropriate techniques.

While the crane is in motion, the Supervisors also act as guides as the crane operator moves and navigates around the yard. Supervisors warn and direct the crane operator around any obstacles. They indicate to the Signalman any adjustments that are necessary, including changing the angle of the boat, to allow safe passage.



Ground crew (blue jacket)

Members of the grounds crew, made up of at least six people, will remain in the active area of the worksite. Their role is to lend a hand during the loading and unloading of the boats onto their berths or trailers. Under the direction of the Signalman, they will be responsible for placing the slings in the right position for hosting. During final positioning of the boat, they will ensure that the cushions of the cradle are held in the right position to receive the boat.

The launch/haul out ramp crew (bleu jacket)

On launch days, once the crane has lowered the boat into the water, two members of the launch crew board the boat and release the slings. Once the crane has moved safely away, the boat's captain boards the boat and leaves the wall area to go to his allocated place in the harbour. If an additional person is required on board, the captain must arrange this in advance. Once the boat is secure, the boat captain returns and continues to work with the work party.

During the haul out days, the haul out coordinator supervises and directs the members of the haul out crew to ensure that the boats are lined up along A dock in the correct order. Once the boat is secured to the wall, two members of the haul out crew will board the boat and prepare the sling retrieval lines.

When the crane arrives, the slings are passed under the hull using the sling retrieval lines, as instructed by the Signalman. Correct positioning of the slings may require a few iterations to ensure that the boat can move safely.

Haul out coordinator (red jacket)

The haul out coordinator will supervise and direct the ramp crew to ensure that the boats are lined up along A dock in the correct sequence before the crane arrives.

The haul out coordinator will also collect the cash payment for the boat's hull wash (Note: a boat washer is hired each year to properly wash the each boat's hull once they have been placed on their cradle or trailer.

Harbour master (red jacket)

Supervises all activities.



How to operate the holding tank pump-out station

(Use your club key to open access door)

1. It is recommended that you close the toilet water input thru hull valve while pumping out.
2. Make sure the orange “Pump Ready” light is on
3. Press the red “Start” button
4. Allow the pressure to build (approx. 5-7 minutes)
5. Dip the hose handle in the lake water in order to wet the rubber (this will help create a better seal)
6. Place and hold the handle on your pump-out fitting on your boat
7. Squeeze handle and hold until your tank is empty
8. Fill your tank with fresh water and empty one more time to rinse. At season's end, a second rinse is a good idea.
9. Once you are done, please rinse the system by simply putting the handle in the lake and pump out for about 1 minute. This will help keep the internal system in proper working order.
10. When finished, please recoil the pump out hose on its support and roll up the water hose. Once the pump out hose is coiled on its support, press the handle one more time to release any residual pressure.

If the pump shuts down (times out) while you are filling with fresh water, simply start from step 3.

While in use, the pump may stop because its reservoir is full and will automatically go into discharge mode.

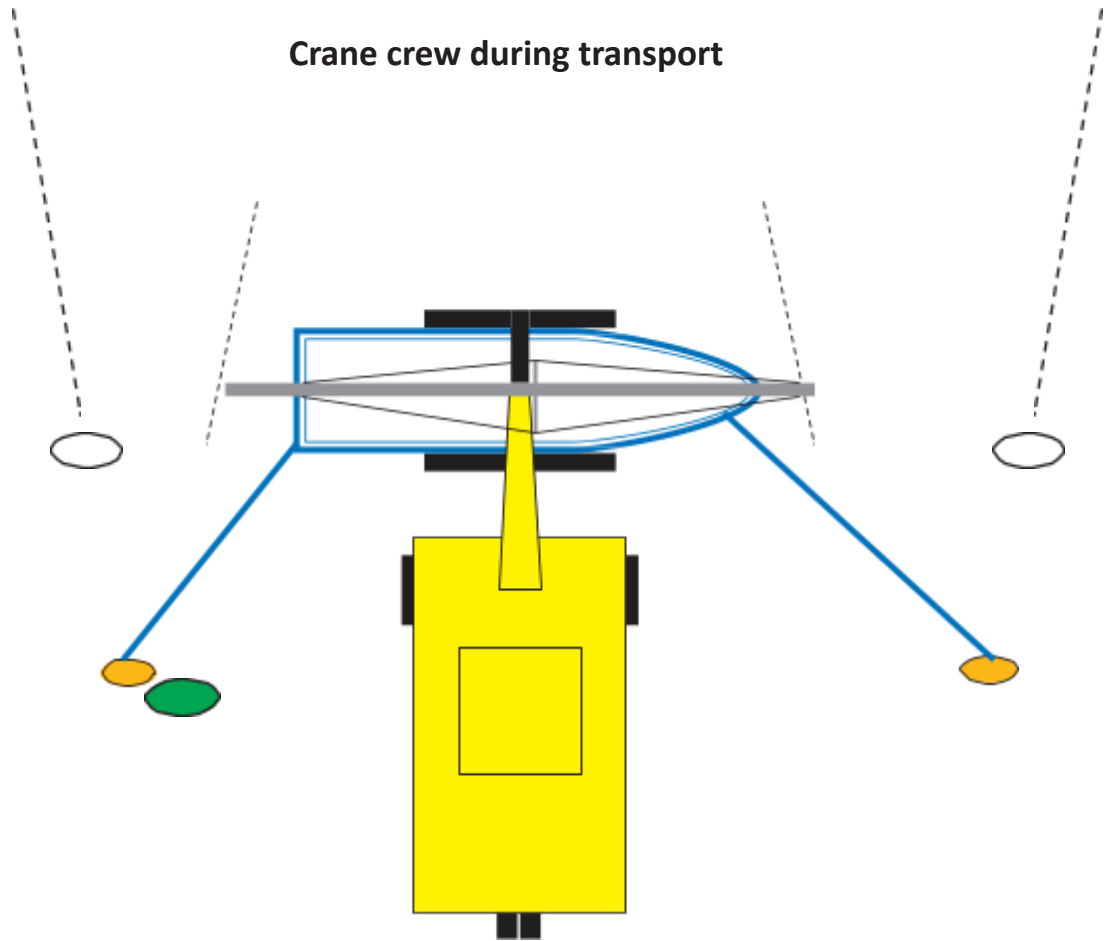
Once completed, the pump will function normally again.




This cycle can take up to 15 minutes. PLEASE DO NOT UNPLUG THE POWER.

NOTE: If pump does not work, please do not attempt to restart or fix it. PLEASE inform a member of the Executive or the Harbour Master



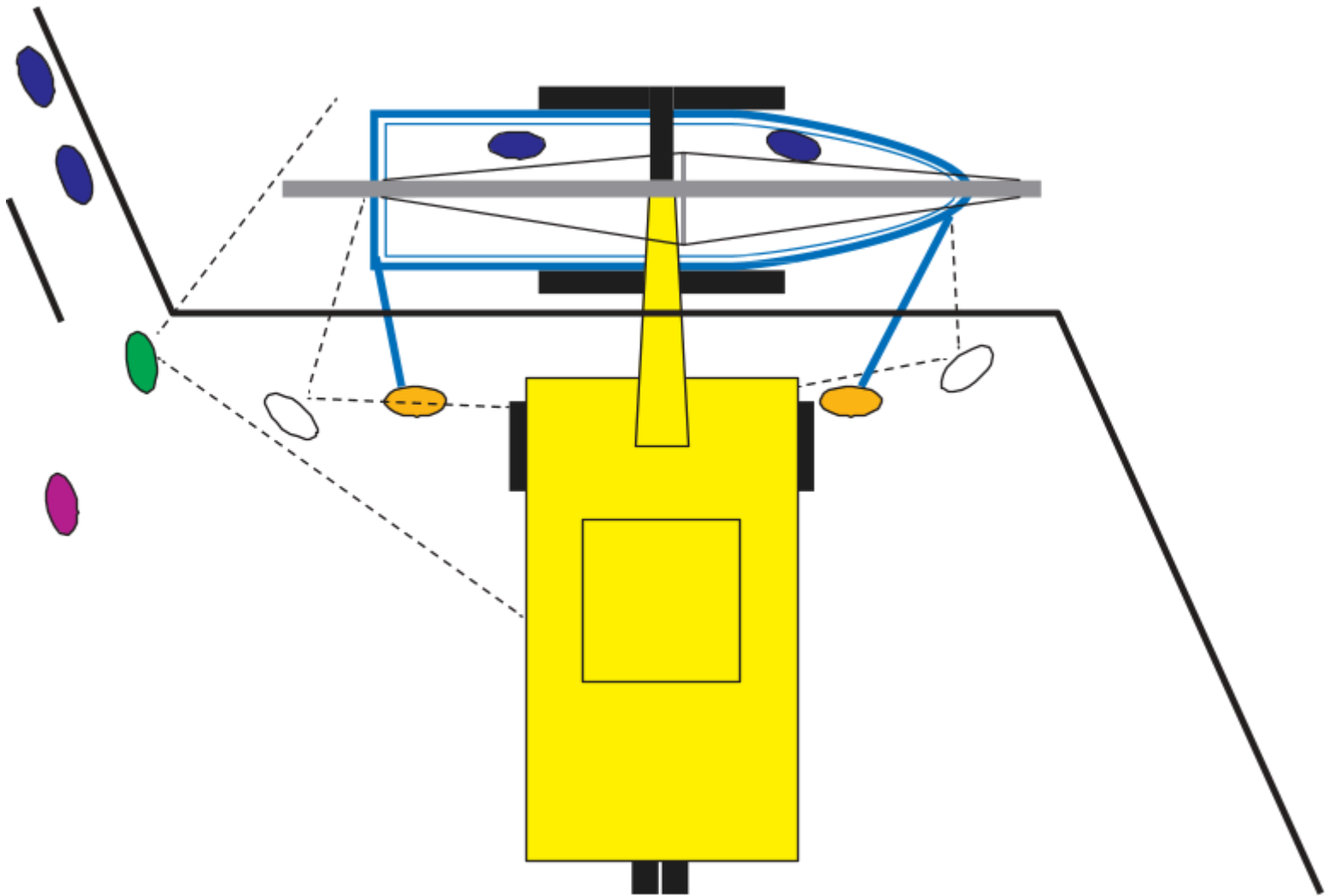
Crane crew during transport







-  Signalman
-  Supervisors
-  Linesmen



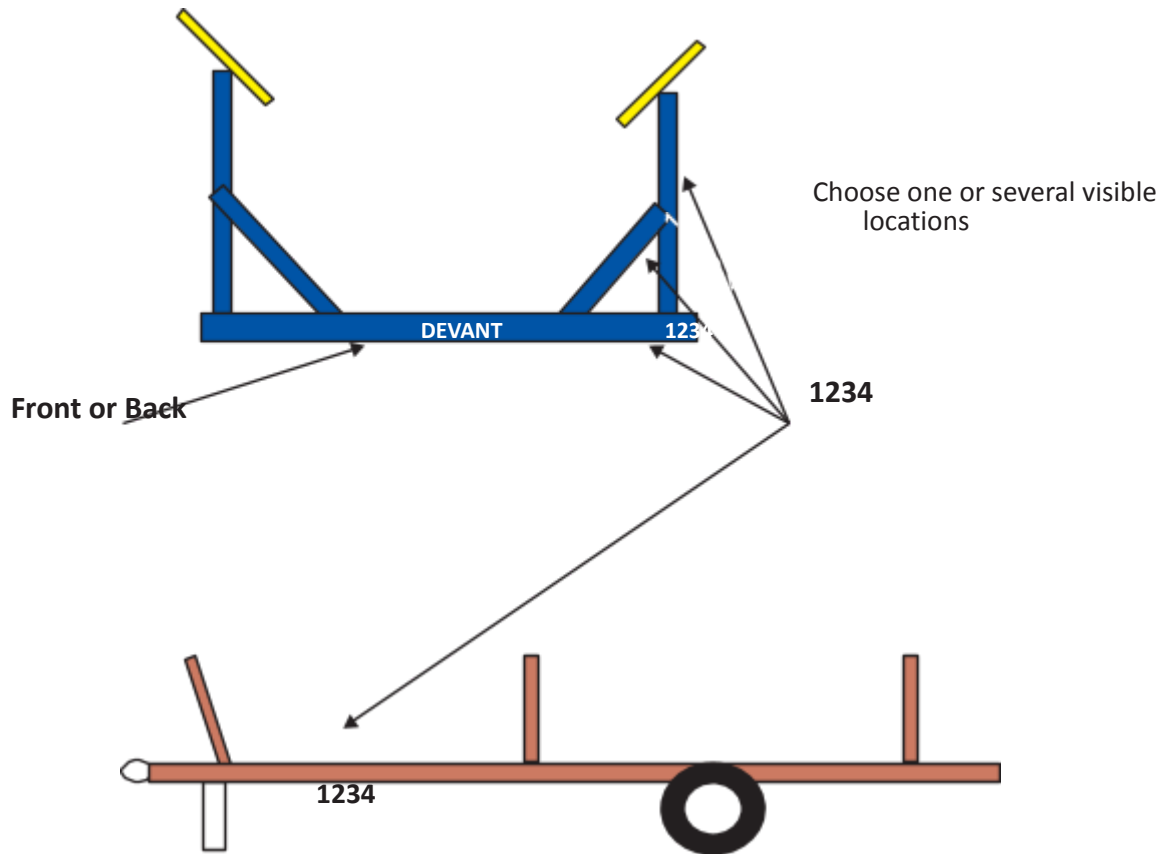
Crew member positions at the launch/haul out wall



-  Signalman
-  Supervisors
-  Controller
-  Crew members Launch/haul out
-  Haul out Coordinator



COMPULSORY CRADLE IDENTIFICATION



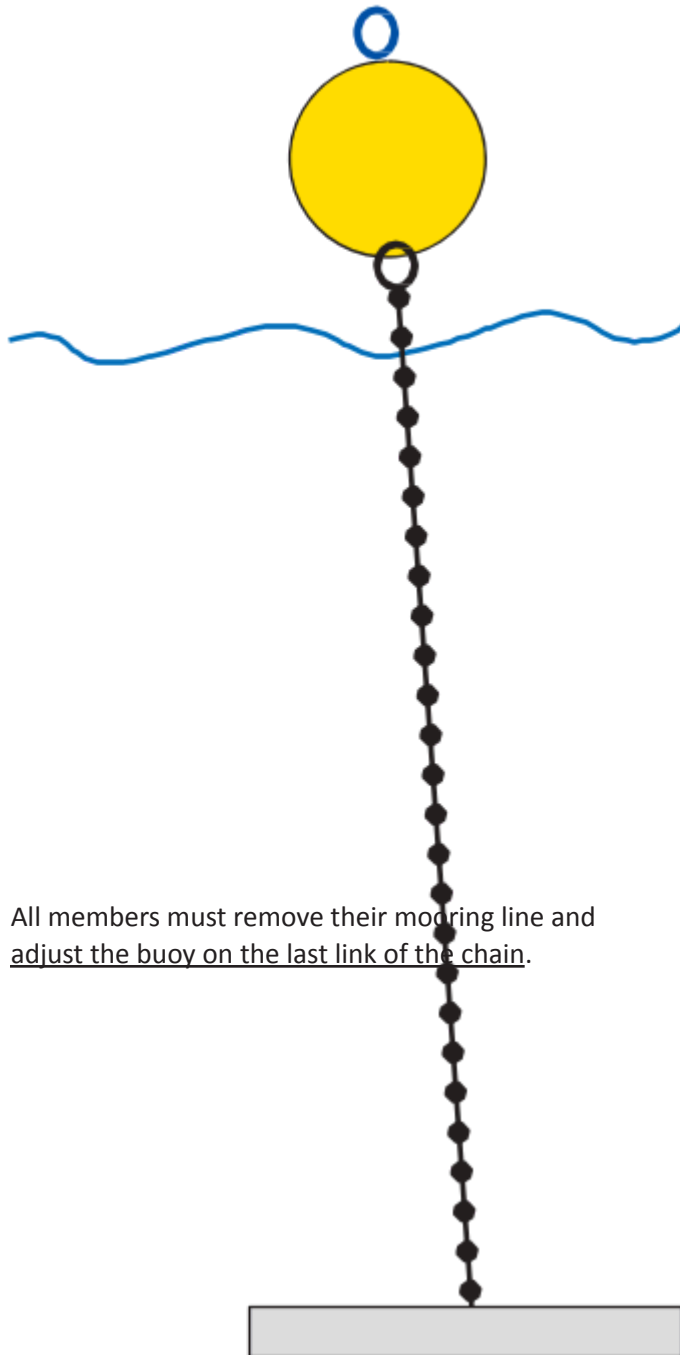
Your membership number must be clearly and easily visible on your cradle or trailer. PLEASE USE A HIGHLY VISIBLE COLOUR!

IMPORTANT: you must also clearly and visibly identify the front or back of your cradle.
the back of your cradle.



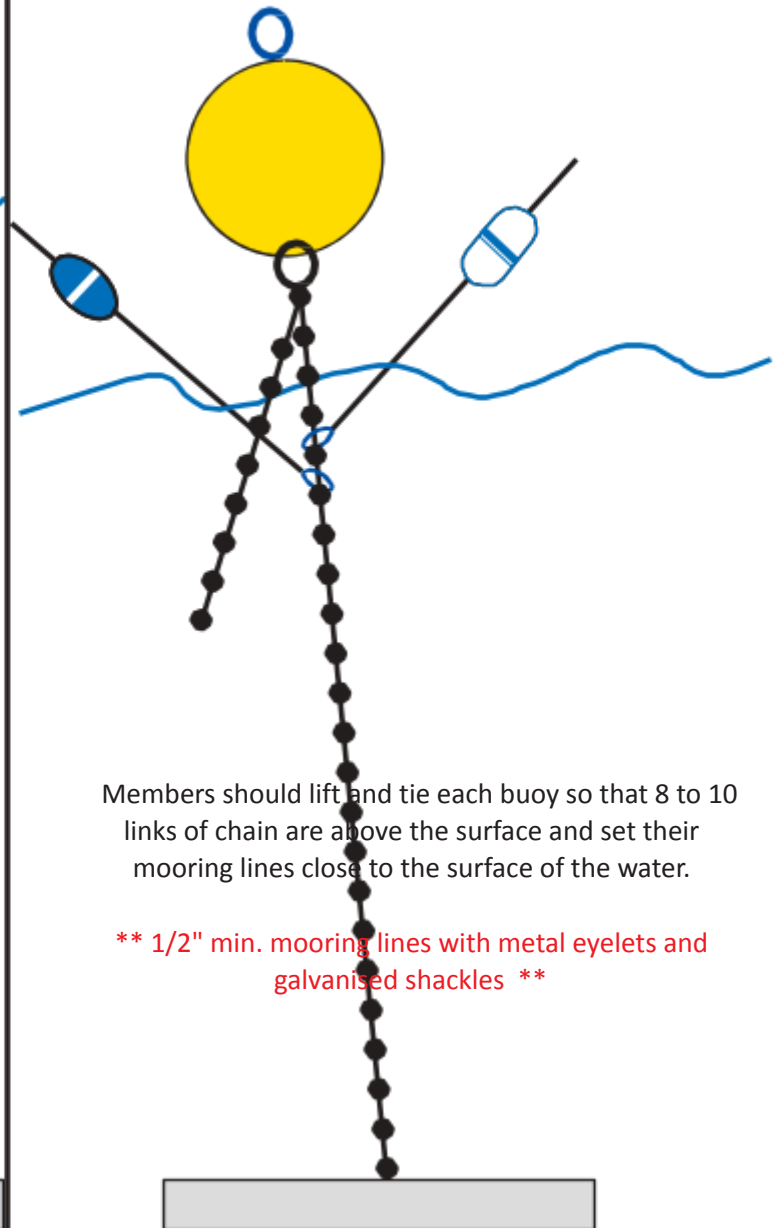
Understanding how your mooring buoys work!

**Autumn and
Winter**
Water level on the rise



All members must remove their mooring line and adjust the buoy on the last link of the chain.

**Spring and
Summer**
Water level on the decrease



Members should lift and tie each buoy so that 8 to 10 links of chain are above the surface and set their mooring lines close to the surface of the water.

**** 1/2" min. mooring lines with metal eyelets and galvanised shackles ****