



rfbyc

Marina Pen Allocation and Occupancy Guidelines and Help

I would like to apply for a pen at RFBYC. What do I do?

Pens at the Club are in high demand and there is usually a waiting list. You will need to complete the following forms in order to be considered for a pen/addition to the waiting list:

- Boat Registration Form (unless the boat is already registered with the Club)
- Marina Safety Compliance Form (sign off by a Club Inspector)
- Pen Application Form

How do pens in the marina get allocated?

The pen allocation process is subject to a waiting list, which is scored against a number of criteria set down in the Club By-laws (see Annex 1). When a vacancy arises, we look at the candidates for the size of pen (usually a handful of applicants) and look at their “score”. The member with the best score will usually be offered the pen. Please note that in terms of bar and restaurant spend, the Club cannot easily track cash/credit card spend, whereas spend on your member’s account is easily tracked, so it is wise to use your member’s card where possible, and you also get a 10% discount.

How long will I be waiting for a pen?

Because we do not have a fixed tenure of pens, it is impossible to say how long you might be waiting for a pen at the Club. The best thing you can do is to join the waiting list and review the relevant Club By-laws (see Annex 1) to maximise your chances of allocation.

I’ve been offered a pen – what do I do next?

Firstly, you need to assess that the pen you have been offered is suitable for your purposes. Please do not accept a pen on the basis that if something is not quite right that the Club is in a position to relocate you – that won’t necessarily be possible. Our advice is that you should check the pen out, ideally by placing your boat in there, if possible, before you commit to the pen. Upon acceptance of the pen, you will be sent a Pen Rental Agreement, which is the contract between the Club and the Pen Occupant and defines the scope of the arrangement.

What are the fees and charges for a pen?

Pens are charged per square metre of the pen. Measurements are taken from pile centres. The annual rate for pen rental is \$82.00 (2021/2022) per square metre, plus \$240.00 for a catwalk, if applicable. In addition to this, you will be charged a fee of 6% of the annual pen fee as a contribution towards the night security patrols. All fees are inclusive of GST.

Pen fees may be paid quarterly on application, in which case a 4% premium will apply.

Is there a pen deposit?

A refundable pen deposit will be charged to your member's account when you accept a pen. The value of this will be 1.14 times the annual pen rental, however, this amount is not subject to GST. The deposit is refunded upon the exit of the boat from the pen.

What are the requirements for boats penned at the Club?

When you pen your boat at the Club, you will be asked to sign a Pen Agreement. This is a detailed contract that outlines all the relevant roles and responsibilities of the boat owner and the Club. It is a requirement that this be signed and returned to the office.

However, the basic requirements are as follows:

- The boat must be entered on the Club Register of Vessels
- The boat must have an inspection for marina safety compliance, renewable every 5 years.
- The boat must have current and valid third-party liability cover for a minimum of \$10M.

What happens if I sell my boat penned at the Club?

When a boat is sold, a member is given an amount of time to purchase a new boat and place in a pen at the Club. The timescales involved are usually 3 months, but Committee will consider extenuating circumstance. If the pen is not required, the pen must be relinquished and vacated for allocation to the waiting list. There should be no expectation that a pen can be transferred as part of a boat sale unless expressly agreed in advance.

What about shared ownership of boats at the Club?

The allocation of a pen to a member remains with that member, even if shares in the boat are subsequently sold.

All owners or part-owners of a boat penned at the Club must be Ordinary Members of the Club.

If the stake-holding of the original applicant falls below 25% of full ownership, this triggers the relinquishment of the pen and the subsequent re-appraisal of the allocation against Club By-laws. In that situation, the time served by the other boat owners would be taken into account.

New partners to a boat/Pen Agreement will be charged a proportional pen deposit based on the current rates. Existing owners will not be recharged at the new rate. However, no pen deposits will be refunded unless they exceed the new proportional pen deposit amount (this covers the situation where two partners become three).

What about a Club mooring?

The Club has a small number of moorings available for allocation for boats up to approx. 12m. These are subject to availability and cost \$1,230.00 incl. GST per annum (2021/2021 fees). Boats on moorings must still be registered with the Club and inspected for Marina Safety Compliance.

What are my responsibilities as a pen occupant?

Pen occupants at the Club are responsible for all mooring wraps, plus the tried-and-tested weights and chains system that suspend the boat in the middle of the pen. Freshwater Bay Shipwrights can supply all these services. Alternatively, you might wish to use another provider or do it yourself. Any of these is acceptable provided that the setup is secure and safe and meets the guidelines. The guidelines for mooring are attached at Annex 2.

In addition to this, you are responsible for keeping the pen in good order and for fixing any damage that you cause to the pen. All pen occupants must observe the relevant Club By-laws relating to pen occupancy.

How do I apply for an allocation of a Club sail number?

Please contact the Yachting Operations Assistant, Keelboats – Sharon Skinner on (08) 9286 8206 or sailadmin@rfbyc.asn.au.

Club sail numbers start with the prefix RF and should normally be dark blue unless this will render them unreadable. The first 100 numbers are cherished numbers normally reserved for classic or long-standing RFBYC boats. Please note that the allocation of a sail number does not mean that you are physically given the numbers/letters to put on your sail – this is for you to source through a chandlery or sailmaker.

How do I get involved in Club activities?

Club staff are on hand to give you help and advice as to getting involved in Club activities. You should obtain a Sailing Handbook or Power Handbook (or see the website), as appropriate, which will detail the activities for the year and explain how events are run. Sailing fleets each have a Fleet Captain, who will be best placed to advise you on the specifics of racing for that type of boat and how to get the best out of it. Fleet Captain's contact details are published in the Sailing Handbook.

If you are struggling to get going, or you need more comprehensive information or help, please contact the relevant Rear Commodore who will be able to point you in the right direction.

Rear Commodore Sail

rearcommsail@rfbyc.asn.au

Rear Commodore Power

rearcommpower@rfbyc.asn.au

Annex 1 – RFBYC By-law 9

Pen and Mooring Allocations

- 9.1** The Harbour Berthing Committee has the responsibility under By-Law 1.5 to recommend By-Laws for the allocation of pens and control and safety of vessels in the Marina.

All applications for Club moorings or private mooring sites must be made in writing to the CEO.

9.2 Pen rental agreement

9.2.1 A Member allocated a pen in the Marina shall sign a pen rental agreement and lodge it with the CEO within 14 days of receiving it.

9.2.2 An allocation of a pen in the Marina shall not take effect until a pen rental agreement, signed by the owner, has been lodged with the CEO.

9.3 Policy for allocation:

9.3.1 Only vessels on the Club Register of Boats may occupy a pen in the Marina.

9.3.2 A vessel fitted with an engine must have a Certificate of Compliance defined in the Marina Safety By-Laws before it can occupy a pen in the Marina or lie alongside Club wharves or jetties.

9.3.3 Where applications for berths in the Marina exceed the available berths the Harbour Berthing Committee will have regard to the following criteria:

9.3.3.1 Sailing yachts will have priority over power yachts.

9.3.3.2 Applicants with a longer period of active membership will have priority over those with lesser periods of membership.

9.3.3.3 The applicant's participation in Club events.

9.3.3.4 The applicant's trading support of the Club, such as fuel purchases, catering and bar trade and Club social functions.

9.3.3.5 The applicant's total service to the Club.

9.3.3.6 The date of receipt by the CEO of an application for a pen in the Marina or the date of issue of Certificate of Compliance, whichever is the later. This date will establish initial priority.

9.3.3.7 Members may be allocated more than one pen in the marina providing one vessel is a sailing vessel or a tender vessel under 7 metres in length.

9.3.3.8 When a member relinquishes a pen in the Marina and has observed all the requirements of these By-Laws and applies for a subsequent allocation for a similar sized vessel, that member will normally be given priority over applicants who have not previously been allocated a pen.

9.3.3.9 The vessel's draft, length and class.

9.3.3.10 Priority for allocation to Pens A1 to A9 is for wooden International Dragon Class yachts. Notwithstanding By-Law 9.3.3.7, members whose Dragon is allocated to one of these pens may be allocated a second pen in the Club Marina other than a second 'Dragon pen.'

9.3.4 Members seeking consideration for the allocation of a pen in the marina shall have the vessel in question entered on The Club Register of Vessels and pay the appropriate fee.

9.3.5 Members wishing to install a "floating dock" into a pen shall apply in writing to the CEO or Bosun and shall not install the item into the pen until the appropriate permissions have been granted.

9.4.1 Policy for Retention:

9.4.1 The initial allocation of pens will be 'Provisional' for a period of 12 months. Retention thereafter to be determined from time to time by the Committee and subject to participation and support levels established by the Committee and having regard to the following criteria:

9.4.1.1 The boat's participation in programmed Club events.

9.4.1.2 The boats owner's participation in and support for Club activities and administration.

9.4.1.3 The boat owner/s support for, and use of, Club services such as fuel purchases, bar, catering, Club and member social functions.

9.4.1.4 The boat owner's period of membership

9.4.1.5 The boat owner's maintenance of his boat in accordance with Club Marina Compliance By-Laws.

9.5 A pen or mooring is allotted to a vessel while it is on the Club Register of Vessels and is not transferable. When a vessel is sold the pen or mooring must be vacated. The allocation may be retained by the Owner if the vessel is to be replaced within a reasonable time, at the discretion of the Committee.

9.6 Vacant pens are available for temporary allocation by the CEO.

9.7 If the Committee terminates a vessel's allocation to a pen, or after 14 days' written notice or in an emergency, a member's vessel may be removed from the berth and placed on a Club mooring. The Club will not accept any liability for the continued safety of the vessel.

Annex 2 – Marine Mooring Lines Policy

MARINA MOORING LINES POLICY

Policy Title:	Marina Mooring Lines Policy
Current Issue Number:	1.04
Approved By & Date:	General Committee 22 April 2021
Date of Release:	1 May 2021
Location of Document	R:\Resource\Policy & Procedures\Policies\Mooring Policies

1. All Vessels shall be moored as directed by the Harbour Berthing Committee.
2. The Club is responsible for the fixtures up to and including the jetty and pylon eyebolts. The Pen Occupier is responsible for notifying the Harbour and Berthing Committee of unacceptable wear to the jetty or pylon eyebolt rings or the first large shackle (if provided by the Club).
3. The Pen Occupier is responsible for the installation, maintenance and suitability of their mooring gear and mooring arrangement.
4. The following table specifies the sizes and materials for mooring gear that shall be fitted as a minimum:

Overall length of vessel	Minimum diameter of mooring lines (Polypropylene)	Drop chain link & shackle diameter (Galvanised)	Pen weight (plastic coated concrete)
Up to 6 m	12 mm	12 mm	12 Kg
6 to 10 m	16 mm	12 mm	12 Kg
10 to 14	20 mm	16 mm	20 Kg
More than 14m	24 mm	16 mm	20 Kg

5. Stainless steel shackles shall not be used for attachment to the jetty or pylon eyebolt rings or the first large shackle if provided.
6. Bow, stern and springer lines shall:
 - a. have an eye spliced in the vessel end;
 - b. have an eye spliced with a metal galvanised thimble at the chain end;
 - c. be attached with a shackle to the chain; and
 - d. not use knots for attachment.
7. Where possible the mooring weights should be submerged in the water. For pens with high level eye bolts the potential for having weights out of the water and/or the use of retaining straps may be considered, refer to item 14.
8. Rubber mooring snubbers / compensators may be used in addition to, but not in place of pen weights, refer to item 14.
9. Mooring lines are to be reasonably tensioned to retain the vessel in the pen at all levels of the tide.

10. Springer lines are to be used to retain the vessel from colliding with the jetty, pylons or other adjacent vessels. It is recognised that some arrangements do not need Springer Lines, refer to item 14.
11. Zero stretch ropes such as Kevlar, Dyneema and Spectre shall not be used for mooring gear.
12. The following shall not be done without the permission of the Harbour and Berthing Committee:
 - a. attaching materials to pylons or jetty;
 - b. attaching or cantilevering access steps from the jetty; and
 - c. the installation of 'floating brick docks', as this requires specific installation requirements to be considered for most pens. These are not permitted for vessels larger than 8m in length or more than 2500kg total weight.
 - d. the installation of 'air ballasted floating docks', as this requires specific installation requirements to be considered for most pens. No apparatus associated with the docking system is permitted on the jetty.
13. Mooring gear or arrangements which are considered unsafe may be required to be refitted at the direction of the Harbour Berthing Committee.
14. A typical arrangement of the mooring lines should be as shown Figures 1 & 2. It is recognised that variations to the typical arrangement may be required for the differing boats and conditions in various parts of the marina. Should the Pen Occupier wish to install a different arrangement, then permission of the Harbour and Berthing Committee should be sought.

Figure 1 – Typical Mooring Detail

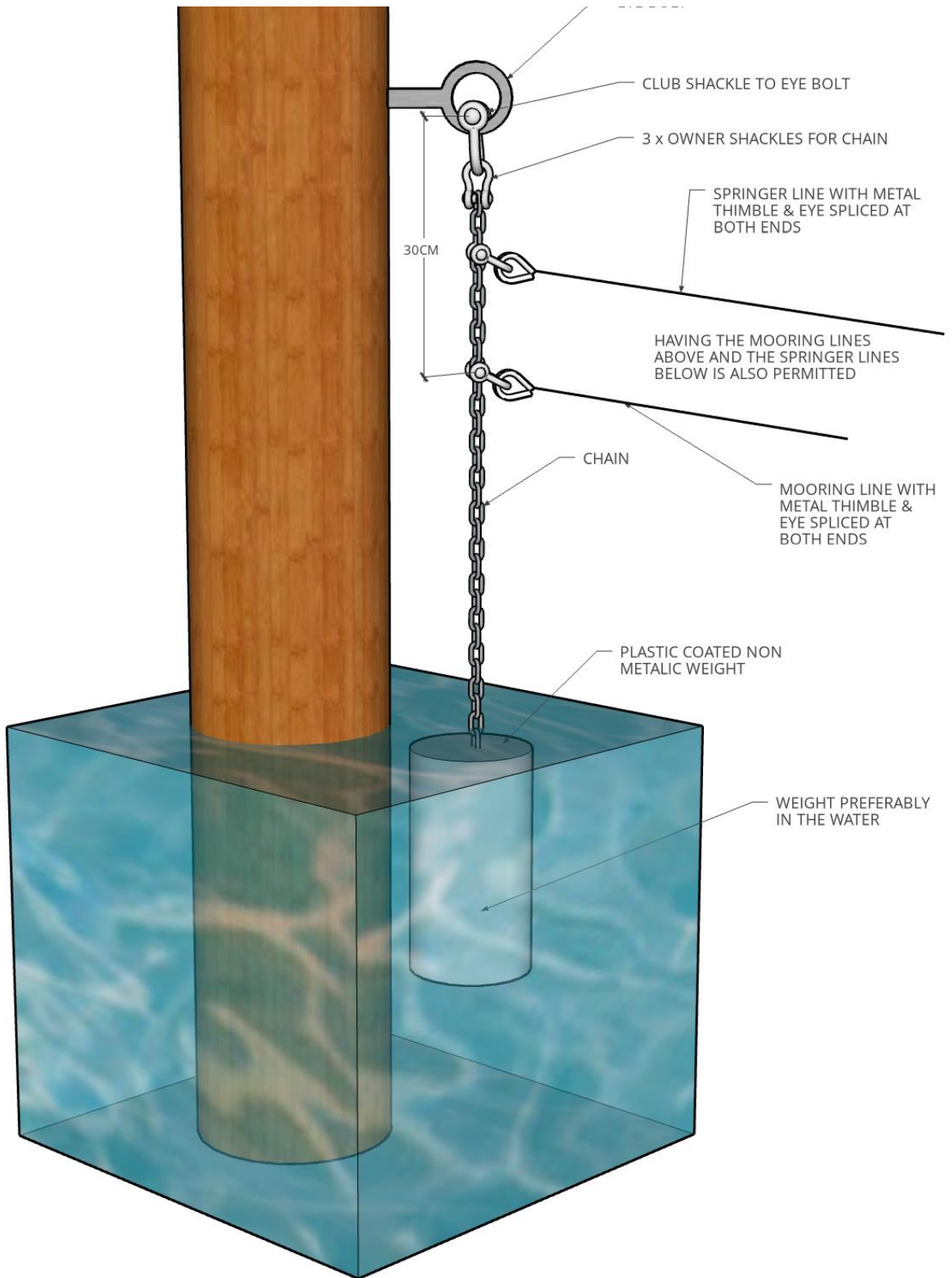


Figure 2 – Typical Mooring Arrangement

