



OPERATING PROCEDURE No. 5

Issue 4 April 2025

Pontoon Operations

PURPOSE

This document provides guidance on the safe and efficient movement of boats and people on the pontoon. It should be read by the OOD, Pontoon Master and all volunteers.

PROCEDURE

All activity on the pontoon will be managed by the OOD.

The Pontoon Master will manage all operations on the end Pontoon, including Hoisting. The Pontoon Master will be assisted by:

- Hoist Operator
- Hoist Assistant
- Marshall – Escorts/Assists sailors to and from the end pontoon
- 2 Line Handlers (if available) – Move boats and assist boats arriving and departing

Preparation

Boats should not be launched or moored on the left-hand side of the Boatyard pontoon if there are Boatyard Lifting Operations ongoing or Marina Users launching or recovering boats.

Hansa 303s and Libertys stored ashore

The first job should be launching preparation and launching of Hansas.

Hansas should be fitted with special seats and servo control system as advised by the OOD.

Once Hansas ~~303s~~ have been fully rigged and checked ashore sails should be furled (except for Liberty jib) with mains scandalised (boom vertical against mast secured with bungy) and boats launched. (See Hansa Preparation Operating Procedures 7 and 8)

Hansas should then be moved to the end of the pontoon and moored by the bow. If there are boats moored on the pontoon it may be useful to move them using ~~They can be moved~~

~~by NAB or by hand.~~ The launching order and mooring arrangements should reflect planned loading order.

At the end of the pontoon keels can be lowered using the hoist or A Frame and rudders fitted. This can continue while other boats are being boarded.

~~Boats should be moored by the bow.~~

Hansa Libertys (if moored on Centre Pontoon)

Following launch of Hansa 303s, Libertys can be brought to pontoon by Support Boat and rigged and checked if not previously checked while on centre pontoon. It may be simplest to load Libertys first.

Embarkation

All sailors should be accompanied on and off the pontoon by the Marshall or a member of the Shore Party as directed by the PM. This recognises the wide variety of disabilities which could result in accidents. Direct physical support should only be provided if wanted by the sailor. The Marshall should ascertain the sailor's requirement for cushions and collect them from the box on the pontoon. The Marshall should also ascertain any other sailor requirements such as side of boat, ~~and seat requirements.~~ The boarding plan developed by the OOD and PM should ensure that sailors are moved to the pontoon in an order that matches the availability of boats fitted with seats required by the sailor.

NAB should be manned and kept clear of mooring spaces at all times and used to move Hansas and ferry crews to centre pontoon. Crews for the centre pontoon can be embarked quickly from any clear space whilst avoiding any interference with Boatyard users

It is best to move crews for first two Hansas to the end of the pontoon first.

ARC

Once first Hansa crews have moved to end of pontoon it is best to embark sailors on ARC first. This reduces the number of people waiting ashore and will allow time for a second trip if needed.

Boarding is simplest by side door. There ~~is a~~ ~~are two~~ mooring positions on the righthand side of the pontoon with fixings for the boarding ramp.

Keel Boats

If keel boats need to use the hoist they will usually follow the Hansas. However, as some of their crew will be ambulant and will not want to be delayed by Hansa boarding, the OOD and PM may plan for them to load between Hansas. Otherwise, they can be called in at the same time as Hansa embarkation is underway. However, care must be taken in managing the order of sailors moving on to the pontoon to avoid the need to pass on the pontoon and delays in sailors getting to the end to board Hansas.

Keel Boats should generally moor on the righthand side of ~~our~~ ~~the~~ pontoon or under the hoist. ~~or the MDL pontoon unless using the hoist or the lefthand side is not being used by Boatyard Users.~~

Hansas

When ready for boarding the Marshall should collect the crews for the first two Hansas and escort them to the end of the pontoon, collecting the cushions they require on the way. Ideally one Hansa will be taking sailors who do not need the hoist while one is under the hoist. If sailors are using a wheel chair the chair should be marked with the card appropriate to the boat. Wheel chairs should be returned to shore as soon as possible. It is acceptable to have one wheel chair waiting at the top of the ramp to our pontoon while another wheel chair user is being hoisted. This routine continues until all boats are boarded. It should avoid more than one chair being on the main pontoon at the same time while also avoiding any

delays in having sailors ready to board boats. ~~It is acceptable to have one wheel chair waiting at the top of the ramp to our pontoon while another wheel chair user is being hoisted.~~

Note - for stability only one wheelchair, at a time, should be on the C-crane pontoon.

Dis-Embarkation

All sailors should be accompanied on and off the pontoon ~~by the Marshall or a Line Handler or a member of the Shore Party as directed by the PM.~~ This recognises the wide variety of disabilities which could result in accidents. Direct physical support should only be provided if wanted by the sailor.

The PM and the Safety Skipper will agree when boats should return to the Pontoon to avoid congestion ~~in the creek or on the pontoon~~

Boats must be moved to their moorings on centre pontoon as soon as disembarkation is finished

ARC

ARC can disembark in the same way as embarkation – alongside or via slipway.

When boats are approaching to disembark, Pontoon Master will request Marshall to collect the appropriate wheel chair(s)

Keel Boats, inc Oscar

Keel Boats will disembark on our pontoon or outer end of righthand side of Boatyard pontoon. They will move to centre pontoon when disembarkation is complete.

If Oscar is to be recovered for scrubbing hull and keel, keel should be raised when disembarkation is complete, and the boat moved to inner end of righthand side of Boatyard pontoon for recovery as soon as sufficient volunteers (4) are available. Oscar ~~skipper~~ volunteer will manage the recovery and packing of the boat.

Hansas

Hansas will disembark on our pontoon.

When disembarkation is complete move Hansa clear of hoist. Use A frame to raise keel. Stow sails and remove rudder.

Support Boat takes Hansa Liberty to centre pontoon, if required for mooring alongside Support 1 or 3 ~~unless they are to be recovered for hull cleaning.~~

Move Hansa ~~303s~~ to inner end of righthand side of Boatyard pontoon

Recover boats