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## **OPERATING PROCEDURE No. 3**

**Issue 2    April 2024**

### **Pontoon Master Responsibilities and Guidance**

#### **PURPOSE**

This procedure defines the Pontoon Master (PM)'s Responsibilities and provides guidance on what needs to be done and how to do it. It must be read and acknowledged by all PMs and is useful reference for OODs and Shore Party Leaders. All members should be aware of the PM's responsibilities.

Detailed guidance is provided in Annexes

#### **RESPONSIBILITIES**

The Pontoon Master is responsible for the Safe and Efficient Management of Embarkation and Disembarkation of all Hansas, including launching and recovery of boats, and works with the OOD to manage the movement of and embarkation and disembarkation of other boats.

The Pontoon Master is responsible for the management of any incidents and emergencies including being the focus for communication with emergency services.

The PM is accountable to the OOD and should consult the OOD or Principal and Chief Instructors if unsure on anything.

In fulfilment of these responsibilities the PM is responsible for:

- Managing all Sailor and volunteer movements to and from the end pontoon
- Overseeing Hoisting operations
- Managing the Launching of boats and safe mooring on the pontoon so as not to obstruct other marina users
- With the OOD Planning the arrival and departure of boats from the pontoon including advising boats when they can enter the creek to return to the pontoon
- Supporting the OOD in the event of an incident.
- Provide a focal point for all activity ashore and communication with Emergency Services. See Operating Procedure 19 Incident Management.

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## QUALIFICATIONS

PMs will be allocated from a list of Volunteers approved by the Management Team. They will be selected from Volunteers who have one or more of the following aptitudes and suitable experience of Dart Sailability operations:

- Are capable of organising a large group of Volunteers and Sailors
- Have completed Dart Sailability Lifting and Handling Training
- Have experience of Dart Sailability Operations
- Understand Dart Sailability Operating Procedures
- Are capable of managing incidents
- Can clearly communicate with Emergency Services and other stakeholders

## PROCEDURE

Arrive at least 1 hour before session starts. 1¼ hours is recommended until you are confident that only hour is needed.

### Preparation

Check In with OOD

Collect Radio from OOD. Ensure you have Mobile Phone available in case it is needed

Collect tabard and lifting strop from Blue Container, uncover and unlock C Crane.

Check C Crane for any damage, eg distorted structure, frayed ropes or webbing, damaged sheeves, correct alignment of ropes and straps etc. Any damage to be reported to OOD to allow re-planning without use of hoist.

Direct Volunteers to prepare Hansa 303s. (See Operation Procedures 7).

Ensure that all boats are fully rigged and checked before launch.

Direct rigging of Hansa Liberty's when brought to the pontoon.

### **See Operating Procedure 5 Pontoon Procedures**

Direct Launching of boats and mooring arrangements on the pontoon. As necessary direct NAB or Support Boat to move boats to end of pontoon

Agree Loading Plan with OOD

Supervise lowering of Hansa keels and check securing pins/straps secured in place.

Brief Pontoon Team

### Departure

Call sailors and supporting volunteers on to end pontoon for loading

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Only one wheel chair at a time on hoist pontoon. Wheel chairs can be queued on main pontoon. Wheel chairs to be tagged to indicate users' boat and returned to shore

Supervise Loading

Advise Safety of departing boats that do not have skipper with radio.

On completion check that Shore Party have recorded all boats and crews.

### **Return**

Coordinate return of boats and unloading

Call for appropriate wheel chairs as boat approaches for unloading

Supervise unloading

Manage safe movement of people from pontoon

Supervise hoisting of Hansa keels and recovery to shore

Manage mooring of boats and recovery of crews to shore

Ensure that skippers have checked fuel and replaced tanks if necessary

### **Ensure any defects noted in defect reports**

Secure and cover C Crane and return strop to Blue Container

Return Radio to OOD

Join the social for tea and cake and feedback on the day

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## **ANNEX A**

### **Relevant Procedures and Forms**

The PM should read the following Operating Procedures

Op Proc 1 -Sailing Session Routine

Op Proc 6 – Hoist Operation

Op Proc 16 – Radio Operation

Op Proc 19 - Incident Management

Op Proc 20 - Defect Reporting

Op Proc 21 – Injury Reporting

Op Proc 22 – Incident Reporting

Op Proc 36 – Dart Side Quay Safety Precautions

The PM should also be aware of the responsibilities and guidance for OOD, Shore Party Leader and boat Skippers

The PM should be aware of procedures for rigging Hansa 303s and Hansa Libertys

The PM may need to use the following forms

- Form 4- Accident Report
- Form 3 - Near Miss and Incident Report