



## **OPERATING PROCEDURE No.26**

### **Issue 1**

## **ARC Skipper – Responsibilities, Competencies and Guidance**

### **PURPOSE**

This Procedure defines the responsibilities of an ARC Skipper and provides some guidance on operating the ARC during a Session. It must be read by all Volunteers nominated as ARC Boat Skippers

### **RESPONSIBILITIES**

The skippers first responsibility is the safety of themselves, their crew and passengers, and their vessel.

They are responsible for checking their boat is properly prepared before leaving the pontoon (see Op Proc 12). This role may have been undertaken by the pontoon party but skippers should also do a final check before setting off.

They should abide by the ColRegs, especially the need to keep a good look out (particularly for other river traffic including the leisure trip ferries) and maintain a safe speed for the conditions (note: the river speed limit is 6 knots).

They are responsible for ensuring radio traffic is kept to a minimum and is conforms to good radio etiquette.

### **COMPETENCIES**

All powerboat skippers must be approved by the CPBI with advice from the Senior Management Team.

The minimum standard for a skipper is as contained in the RYA Start Powerboating course ('PB2'). Skippers for the ARC and Safety boat will have experience over and above this basic level.

In addition, skippers should be competent in performing the man overboard procedure used by Dart Sailability to recover disabled sailors from the water as well as being able to safely tow a Hansa dinghy alongside.

## **GUIDANCE**

### Loading

The ARC skipper is responsible for the safe loading of the ARC:

The maximum load is 2 crew + 10 passengers

If wheelchairs are to be loaded then this number is reduced. In particular numbers must be reduced with powered wheelchairs (which are heavy). No more than 3 powered wheelchair users with accompanying carers should be taken on board.

Loading wheelchair users is done using the folded ramp which is stored across the bow of the ARC. Ensure the ARC is securely moored with bow/stern lines and a midships line. The ramp is unfolded and laid across the gap between the pontoon and boat with the rope end on the pontoon. The pontoon end should lie as flat as possible to avoid a step. The rope is then attached to a firm point on the far side of the pontoon to prevent the ramp from slipping. Beware that this can create a trip hazard. Most wheelchair users are capable of negotiating the ramp themselves - it is important that the chairs are central to the ramp and that the wheels are not in danger of coming off the side.

Loading should ensure the boat remains balanced side to side and with more weight towards the stern.

Where possible the ARC should load and leave the pontoon as soon as practicable so as to free up the pontoon for Sailability dinghies and other MDL marina users.

If it is not possible to moor beam on to the pontoon for loading the ARC can be loaded via the bow ramp on the slipway. This may need the use of the Blue Container ramp as an extension piece to the ramp. Instructions for operating the bow ramp are in Operating Procedure 12.

### Passage

The ARC will normally motor outside of sailing area A.

At all times the safety and comfort of the passengers is essential. Particular attention should be given to becoming wet from spray and overall warmth of the passengers.

The skipper is responsible for agreeing planned trip with OOD and notifying Safety of proposed route, number of persons onboard, and likely passage duration.

Explicit permission from OOD is required if motoring beyond the castles (at the river mouth).

VHF communications with OOD/Safety will be lost when motoring up or down river. The skipper/crew should ensure they have a mobile phone and OOD mobile number as well as the standard VHF radio.

An Emergency Action Plan is contained within the safety box.

On return the skipper should liaise with the Pontoon Master to ensure there is space to dock and disembark passengers.

The Skipper is responsible for securing the boat as defined in Operating Procedure 12.

Report any defects with the boat so that they can be rectified ready for future sessions (See Op Proc 20 Defect Reporting)