

Cockburn Power Boats Association



House Rules

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Foreword

The General Manager, Club Secretary, Club Bosun, Management Committee and every Member are charged with the responsibility to assist members to understand and to conduct themselves in accordance with the Club House Rules.

Failure to comply with these House Rules by any Club Member or their guest/s, may see that person brought before the Management Committee.

These House Rules are developed by the Management Committee to comply with the Constitution of the Club in accordance with Rule 15.2(a) of the constitution.

Code of Conduct

- 1) Where there is any conflict between the Constitution and the House Rules the Constitution will take precedence.
- 2) When the Club premises are open the General Manager will assume responsibility for ensuring that the House Rules, Health & Safety Acts and any other relevant legislation is complied with. In the event the General Manager is not present the Executive Officers in order of rank will assume the above responsibilities. This excludes the requirements of the Liquor Licensing Act.
- 3) The Duty Manager is responsible for the responsible service of alcohol in accordance with the Liquor Act and other policies and procedures as defined.
- 4) All Members and Members guests will comply with the House Rules whilst on the Club premises.
- 5) Members and their guests will follow any reasonable direction given by a Management Committee Member, General Manager, Club Secretary, Club Bosun, Duty Manager, Duty Officer or Employee of the Club (pending identification by the person giving that direction being provided).
- 6) Any person who behaves in a threatening or unruly manner will be instructed to leave the premises immediately.
- 7) Dress – All adults and children over 10 years of age are to wear, as a minimum, shorts, tank top and thongs while in the Club rooms.
- 8) No smoking in any area under the club roof except in the designated smoking area on the North facing balcony on the first floor.

Ramps, Boats and Pens

1. Members are not permitted to launch, retrieve or tie up any boat which is not registered with the relevant Government authority and recorded on the Club register.
2. Members are to ensure that any boat they bring into the Club grounds complies with all current State / National safety, seaworthiness and equipment requirements.
3. A “vessel tender” may not exceed 3 metres (10') in length, or be powered with a motor exceeding 5hp. Tenders must be marked with the same Department of Transport Number as its tendered vessel.
4. No Club Member shall bring any two boats with separate trailers into the Club area at any one time, except a tender with a parent vessel.
5. B Class Members may not use their nominator’s boat whilst the nominator is on board another boat operating from the Club.
6. Not used
7. A current year identification sticker must be affixed to the driver’s side front windscreen of member’s vehicle/s or mounted on the dashboard and to the starboard/right trailer stem post of boat trailer/s and a large CPBA sticker to the starboard side of the hull or starboard side windows of the boat.
8. Temporary accommodation is available for Member’s boats in pens and on jetties through a booking system. Members are not to moor boats to any of the Club jetties or in Pens without the prior approval of the General Manager or in his absence, the Club Bosun. Temporary pens are available for a maximum period up to 7 days in a three month period. Boats left in pens on a temporary basis for a term exceeding 7 days will incur a charge set by Management Committee.
9. The owner of any boat allocated or moored temporarily in a pen or on a Club jetty must comply with Club Pen Regulations which includes having a valid Fire & Safety Compliance Certificate.
10. Bowsprits shall not protrude over any jetty.
11. Members are not to leave their trailered boats or trailers unattended in a parking bay for more than 72 hours unless prior arrangements have been made with the General Manager or Bosun. The maximum term is seven days in any three month period. Permission for longer periods of stay must be expressly obtained in advance from the General Manager. Charges set by Management Committee will apply for any extension of time granted longer than the original fourteen days.
12. Water-craft speed limits and restrictions within ramp (5 knots at the time of printing) and marina (8 knots at the time of printing) confines must be strictly adhered to at all times.
13. Members shall have a fully functional 27 MHz or VHF “marine radio” either hand-held or installed on all boats launched and / or retrieved on CPBA ramps.
14. To facilitate safe and controlled launching, boats must have either a single rope from bow to stern or separate bow and stern ropes attached; these must be used for every launch and retrieval.
15. Boats / trailers are to be made ready for launching prior to entering the ramps. This can be done in the preparation bays or in a parking bay. This preparation must not be done whilst on the ramp aprons to ensure no accidental dislodgement of a boat, removal of safety chain/lanyard/winch rope should be

completed when boat is positioned on its trailer in the water at the launching ramp. Prior checks (spanner available/shackle not seized/etc.) to ensure no delay in this operation is encouraged.

16. Members are to ensure that ramp protocol is followed for every launch and retrieve. Boats which enter the ramp area first have right of way for launching, returning boats which approach the finger jetties first have right of way for retrieval. Members who “jump the queue” to launch or retrieve ahead of those already waiting can be reported by any member of the Club, or, employee of the Club to the Club Bosun, General Manager, or any Management Committee Member, and that person stands to be brought before the Management Committee.
17. Cars / trailers are to be made ready to retrieve a boat before being reversed onto any ramp. This can be done in a preparation bay or in a parking bay. This preparation must not be done whilst on the ramp aprons.
18. Boats entering the wash-down bays are to pull up as far forward as possible. Wash/engine flush times is not to exceed 10 minutes per motor; no detergents are to be used to wash boats or flush engines. Washing of diving and fishing gear is prohibited in the wash-down bays.
19. Wash-down hoses are to be left neatly laid along the line of the taps on every occasion and taps turned fully off.

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Launching and Retrieving Boats

Follow any direction given by the Bosun (when on duty) or other authorised club person.

Entry into the ramp area is via the preparation and direct lanes running down the eastern side of the grounds.

Drive On/Drive Off method of launching and retrieving is not permitted on CPBA facilities. There are no exceptions to this rule including solo launch/retrieve.

For Launching:

1. All cars / trailers must pull into the curb-side rigging / de-rigging bays on the Eastern Side of the ramp area. I.e. Preparation Area (when any preparation of your boat for retrieval is required). Boats ready for launch may use the direct access lane.
2. In the bay, make ready for launching (number plate, lights, bungs etc.), attach rope line/s to bow and stern, etc.
3. When a designated launching ramp is clear and it is your turn to launch do so slowly and carefully, watch for pedestrians, other vehicles and boats.
4. Immediately boat is launched move it outward along the jetty as far as possible and move the vehicle / trailer to an available bay in the car park area.
5. Note bays marked XL are designed for vehicle/trailers with a combined length between 17 and 20 metres and are only to be used by smaller sized combinations if no other suitable bay is available.
6. Should you have engine or starting problems, or waiting for others to arrive, move your boat to the end of a jetty so that launching and / or retrieving on the ramps is not impeded.

When Retrieving

1. All cars / trailers must enter the ramps via the preparation and direct lanes running down the east side of the grounds.

2. Make sure that your winch cable is unwound and ready to attach to your boat before you enter the ramp area.
3. Where applicable please make sure your electric winch is also electrically connected and working before you enter the ramp area.
4. Once in the ramp area, retrieve your boat and remove it from the ramp area back into a parking bay or to the boat wash-down area if you prefer, to ensure it will not obstruct entry and / or exit areas or block other trailer movement.
5. Now that you are not restricting other Member's movements, replace your number plate and light and don't forget to attach your safety chains and/or ropes from your boat to your trailer.
6. As most Members (especially on Club Activity Days) return at approximately the same time, when necessary the Bosun will try and direct you to the best ramp available for retrieving so that you don't get stuck behind someone who has just launched and is getting ready to go out. The Bosun's instruction may override the specific "launch" and "retrieve" signage.

Facilities and Grounds

1. Use of the Disabled Parking Bay is reserved for Members displaying a current ACROD parking sticker clearly visible on their vehicles front dash.
2. Members are requested to report any damage or vandalism to the General Manager, Club Bosun or any Management Committee person or Club Employee, at the first opportunity.
3. No oil or oily substance to be discharged or left in the Club grounds, no rubbish to be left other than in the rubbish bins provided.
4. Members are permitted to stay overnight for one night on Club grounds in their boat, car, camper van or caravan, providing any caravan/camper van or boat on trailer is parked within a designated trailer/car bay on the north side of the clubhouse. Members may stay for a further two consecutive nights with the prior approval of the General Manager or Commodore. Members staying overnight are also requested to assist with the cleaning and tidiness of the ablution block and the barbecue area.
5. Members and their guests may use the Club BBQs and facilities in the Club under-croft on a first come first served basis. The area is to be cleaned up before leaving and any damage or problems reported to the General Manager, Club Bosun or any Management Committee person or Club Employee, at the first opportunity.
6. No person may ride in or on any boat or trailer within the Club grounds (this includes tow bars, marlin boards, mudguards, engine legs, propellers and such).
7. When parking cars, boats and trailers, leave entries / exits to the car park areas clear at all times. During busy times when parking demand is high, the Bosun (or other authorised person for such purpose) may direct parking; directions so given are to be followed by all Members.
8. All unattended boats parked in the Club grounds on trailers or jinkers must be secured by the use of fixed brakes, chocks or both. Brakes must be functional. Chocks must be situated firmly against the tyre to front and rear of at least one wheel. Chocks should be of a suitable size and design to restrict the movement of the trailer or jinker.
9. No repair work or checks what so ever to boats or trailers are to be carried out whilst in the wash-down bays or preparation and direct lanes. An emergency repairs bay with work-bench is situated on the NW corner of the CVSSR boat shed. Hot or dirty work such as welding, grinding, antifouling, fibreglassing or spray-painting cannot be undertaken without specific approval by the General Manager and with

suitable fire prevention precautions taken. The General Manager will designate a suitable area for such activity if approved. Members using this area are to clean up after themselves and leave the area as they find it. This bay is available for emergency repairs only on a first come first in basis.

10. Cars belonging to Members without a boat trailer attached are not to park in the bays reserved for cars with trailers (white line marking); car-parking bays marked in yellow are available north and south of the clubhouse for Members only. Guests attending an approved private function at the clubhouse can park in bays authorised by Club staff for that use. Guests not attending a function must park outside the Club grounds.

11. Dogs are permitted within the Club grounds under strict conditions –

All dogs within the Club grounds are to be kept on a leash / harness and under full control at all times (Security Patrol dogs exempted as necessary).

Dogs must not be left unattended or in any parked vehicle within the Club grounds at any time (Security Patrol dogs exempted as necessary).

Any dog behaving aggressively shall be removed from the Club grounds immediately.

No dogs are allowed in the licensed premises ground floor, courtyard and first floor areas. Guide dogs and approved care animals are excepted.

Dog owners shall clean up / dispose of any droppings or other mess left by their dog/s in the Club grounds in a suitable manner.

Fish Cleaning Station (FCS)

1. No fish to be cleaned or left within the confines of the Club area other than the dedicated Fish Cleaning Station, including boat pens, finger jetties, enclosed beach and ramp area. No fish offal, fish frames or scraps or unused bait / burley are to be put into rubbish bins other than the bin situated at the FCS.
2. The FCS is provided for Member and their accompanied guests use free of charge on a first-in first served basis.
3. Any Member or guest using the FCS does so at their own risk. Fish cleaning / filleting brings with it clear risk of knife or fish spike injuries. All users of the FCS are encouraged to exercise all care to themselves, other users and all people in the vicinity.
4. Users of the FCS are expected to share the facility with other Members No one crew or group shall monopolise use of the facility whilst others are waiting to use it. Where any one crew or group occupy the whole table, they are required to provide other users space to use the FCS.
5. All users of the FCS are to keep the area clean. Wash down the table and central strainer after each use. Do not leave it to the next person to clean up after you.
6. All offal and other fish waste not taken away are to be placed into the bin near the FCS. No offal or fish waste is to be placed in any other bin within the CPBA grounds.
7. Lights on the FCS are operated by a motion sensor.
8. Any problems, damage or misuse of the FCS is to be reported to the Bosun, General Manager, Management Committee or Club Employee at the first opportunity.

9. The FCS is under full and constant CCTV coverage. Any misuse, neglect or poor behaviour at the facility will be investigated with a view to bringing the Member/s responsible before the Management Committee.

Liquor

1. All bar staff and bar volunteers are trained in Responsible Service of Alcohol.
2. The Duty Manager is responsible for securing premises upon leaving.
3. Bar staff will refuse service to intoxicated persons.
4. The Duty Manager may not hand over control of premises to any person other than a qualified Approved Manager.
7. No one is permitted to sell liquor on Club Premises other than the Club, and all sales of liquor are controlled by the General Manager and Duty Manager.
7. Liquor purchased from the Club Bar for consumption on the premises must not be taken beyond the defined licensed area.
8. The defined licensed area includes all areas on the first floor of the clubhouse, Balcony, under-croft and the paved area on the west of the clubhouse. Signs are posted at boundary areas to advise no alcohol purchased from the Club Bar is to be taken beyond these points. A plan outlining the defined licensed area is available at the Bar.
9. The Club is licensed to sell take-away liquor. All take-away liquor must be taken out of the licensed area. No take-away liquor purchased from the Club may be consumed within the defined licensed area at any time, when the Bar is open.
10. Liquor must not be consumed by any person on the licensed area of the Club premises when a Bar is open for business, unless it has been purchased at a club bar.
11. Bar Trading Hours - Current trading hours are Saturday 2pm to 5pm and Sunday from 2pm to 8pm.
12. The Bar can be closed after 5pm on Sunday (at the Duty Manager's discretion) if there are 5 patrons or less.
13. Bar patrons must vacate the premises within 15 minutes of closing.
14. Children must be under adult supervision at all times.
15. Persons under the age of 18 years are not permitted to approach the Bar.
16. Not used.
17. A Member may introduce up to 5 (five) guests at any one time. Members are responsible for their guest's conduct whilst visiting the Club premises. When a Member leaves the Club their guest/s must leave at the same time.

HARDSTAND BOAT STORAGE AREAS

The following Rules apply to Members utilising the Hardstand Boat Storage bays:

1. CPBA House Rules apply to all Members in addition to these Rules.
2. Smoking is not permitted anywhere within the Boat Storage Area including within Motor Vehicles or Boats within the Storage Area.
3. A maximum speed limit of 5 KMPH applies within the Storage Area.
4. Mechanical, electrical and cleaning work on a trailered vessel allocated a hardstand bay at CPBA can be conducted by the Member or a Registered CPBA Contractor in the wash-down bay in the Storage Area compound or in the allocated Bays outside the Storage Area. Hot or dirty work such as welding, grinding, antifouling, fibreglassing and spray-painting cannot be conducted in the Storage areas and can only be conducted in other areas of the Club grounds, with specific approval by the General Manager and with suitable fire and damage prevention precautions taken. All waste materials including rags, filters and containers must be removed from site and disposed of off-site. All spills of any nature must be reported immediately to the General Manager or Bosun.
5. Only Registered CPBA Contractors who have provided current insurance documentation are permitted to work on Members boats stored at CPBA. Registered Contractors can only work on Members boats stored at CPBA during office hours (Monday to Friday 8.30am to 4.30pm) and must record their arrival and departure with the office. Contractor work outside these hours in the company of the Member can be organized through the office. Removal of a Member's vessel and trailer from the Club grounds (for offsite repairs, etc.) by a Contractor must be authorised prior by the owner/Member and the General Manager or Bosun must be informed and register that arrangement accordingly.
6. A key deposit shall be paid on allocation and acceptance of the Storage Agreement by the Member (refundable at termination of the Agreement) and this key shall not be lent or allowed to be used by non-members, or duplicated at any time.
7. The storage space is solely for the storage of the Registered Member's vessel and trailer including accessories thereon and not for the storage of any other personal property. Any tenders stored must be fully contained within or on Member's vessel.
8. No fuel containers and fuel other than the vessel's built in fuel tank and portable marine fuel tanks approved to Australian Marine Standards are to be stored on or within vessels. No refuelling is to be conducted within the Club grounds or Hardstand Storage Areas.
9. The Member agrees to keep their Bay area clean, tidy and free from rubbish at all times, cray pots, crab nets, tyres and spare wheels etc. must be stored or secured on vessels or trailers and not stored within the bay.
10. Damage to Club property or other stored vessels and trailers caused by a Member or Contractor is to be reported to the General Manager or Bosun immediately.
11. Overall Maximum dimensions of vessel and trailer will be applicable to the size of the Storage Bay available and tri-axle trailers or jinkers can only be stored in storage bays outside the Storage Compound. The vessel and trailer must be approved as suitable for the allocated Bay by the General Manager, to ensure that no oversize vessels occupy an unsuitable size Bay. Once approved the dimensions must not be changed without further approval from the General Manager.
12. Trailers or Jinkers must be secured by the use of fixed brakes, chocks or both. Brakes must be functional. Chocks must be situated firmly against the tyre to front and rear of at least one wheel. Chocks should be of a suitable size and design to restrict the movement of the trailer or jinker.
13. Members with boats stored in a Hardstand Boat Storage Bay are permitted to use biodegradable cleaning products on their boat, in the hardstand wash-down bay.

14. Members allocated hardstand storage are required to advise the office when their hardstand bay will be vacant for a minimum period of one month. The General Manager at his discretion can allocate the bay on a temporary basis to another Member, with the temporary monthly fee charged being retained by the Club.

Pen Regulations –please refer to separate document

Not used.

General Information

- 1) Club contact details:-

Telephone: (08) 9418 5868

Email: admin@cockburnpowerboats.com.au

Web: www.cockburnpowerboats.com.au

Staff:

General Manager – John Tissott

Club Secretary – Cindy Civello

Club Bosun – Thor Pettersson

Postal: P.O. Box 7100, SPEARWOOD, WA 6163

- 2) Office Hours: Monday to Friday 8.30am to 4.30pm
- 3) Bar Hours: Saturday 2.00pm to 5.00pm
Sunday 2.00pm to 8.00pm (subject to seasons)
Note if there are 5 people or less at 5.00pm on Sunday, the Bar Duty Manager may close the bar.
- 4) At all times on leaving the Club it is recommended that Members log on with Cockburn Sea Rescue or other convenient Sea Rescue Group on Channel 73 VHF (or if out of shore range use VHF Rottneest Repeater Channel 81) or Channel 90 27Mhz. For boat to boat use during competitions use Channel 77 VHF or 94 27 MHz.

Emergency calls should be made on Channel 16 VHF or Channel 88 27Mhz.

- 5) Sea Rescue Groups Call Signs:-

Cockburn Sea Rescue	VH6CL
Rockingham Sea Rescue	VN6KC
Fremantle Sea Rescue	VN6DI
Mandurah Water Rescue	VH6IK
Whitfords Sea Rescue	VJ6LQ



Cockburn Power Boats
Association (Inc.)

RAMP ACCESS PLAN



- All Ramp Users Must Use the Prep Lane or Direct Lane
- Each Ramp is Marked for Launching, Retrieval or Launching/Retrieval
- Additional Trailer/Car Bays Located Behind the Clubhouse
- Function Guest Parking Behind Clubhouse (On Left)
- Trailer/Car Bays are Marked in White & Car Bays in Yellow
- **Members & Function Guest Parking Only**