



CFB TRENTON YACHT CLUB
STANDARD OPERATING PROCEDURES (SOPs)

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1.0 General:

1.1 These SOPs are designed to guide members and staff toward safe and efficient execution of yacht club operations.

2.0 Mast Step Crane Operation (OPI - Rear Commodore):

2.1 The club owns and operates a combined mast step/heavy lift crane. The mast step crane capacity is 1000 lbs while the heavy lift crane capacity is 4000 lbs. These weights must never be exceeded.

2.2 Electric Crane pre-use checklist:

1. Check condition of crane pennant for damage
2. Check condition of Chain
3. Check condition of lift beam and that crane easily moves full travel and stops are in place.
4. Check condition of hook
5. Check that crane has power and functions up down buttons ensure that crane operates in the proper direction and stops after switch has been disengaged.
6. Remove restraint line on end of crane and start operations
7. Inspect any lift devise that will be used for serviceability
8. Commence lift operations

Note: If any damage is found crane is not to be used and report damage to the Club Supervisor.

2.3 Electric Crane post-use checklist:

1. Ensure that crane is stored at a height that personnel will not run in to and secured to main beam.
2. Ensure beam has been secured to anchor point to stop wind from causing Damage.

2.4 Manual Crane pre-use checklist:

1. Check condition of complete crane
2. Ensure safety catch is in place on lift hook
3. Inspect lift sling for damage
4. Remove restraint from lift beam arm
6. Commence crane operations.

Note: If any damage is found, crane is not to be used and report damage to the Club Supervisor.

2.5 Manual Crane post-use checklist:

1. Ensure lift cable and hook is put in the park position with restraint
2. Ensure lift beam is secured to prevent wind damage Report any malfunction or damage to the club supervisor.

3.0 Spring Work Party Check List (OPI - Rear Commodore):

3.1 Members are required to participate in the club work parties. Attendance is tracked to form part of the annual membership review. There is a sign-in list at each work party to confirm attendance. The intent is to have all work completed by first lift in.

1. Complete work on dock repairs and new structures as directed by docks and mooring.

Once Ice has cleared from inner harbour:

2. Launch and prep work barge
3. Install gangways
4. Ensure that all main dock bolts and finger bolts are tight
5. Ensure that all chains are adjusted to allow for sufficient slack; break water should also be checked.
6. Install electrical power cords and check breaker panels
7. Install rubber mats on the docks
8. Install awning cover on back deck
9. Sail Boat fleet commissioned for racing season
10. Install weed blankets as directed by weed committee
11. Polaris lifted in and commissioned
12. Install all club race marks and depth markers plus speed mark
13. Install all mooring balls for inner harbour club

The following (bold items) should not be actioned till after chance of freezing has passed:

14. Commission pump out station
15. Hook up water for docks
16. Set Up patio furniture on upper deck and D Dock deck
17. Ensure all BBQ tanks have been cleaned and checked

18. Tidy up around the spit and mast racks and club house area.
19. All sheds to be checked and cleaned if required
20. Ensure no wood is stored under club house deck and straight out
21. Ensure wood pile is sorted and piled
22. Check mast step crane inspection as required

After First lift in

23. All speed signs positioned so they will not fall on boats or be blown in to harbour
24. Install mooring balls at off site locations
25. Install race markers

4.0 Fall Work Party Check List (OPI - Rear Commodore):

4.1 The intent of the fall work parties are to ensure that the club docks and grounds are adequately prepared for winter.

1. Remove all weed blankets and wash, store under deck
2. Ensure that all main dock bolts and finger bolts are tight
3. Ensure that all chains are adjusted to allow for sufficient slack; break water should also be checked.
4. Remove all rubber mats and items that may blow off
5. Remove electrical power cords and tie up and bag to protect
6. Conduct repairs to docks as required
7. Remove gangways once all boats have been moved off docks
8. Take down awning cover from back deck
9. Wash awning and fold up store as directed by club supervisor
10. Winterize pump out station
 - a. Water pump
 - b. Pump out pump and valves drained and plumber anti freeze added
 - c. Remove valve manifold at bottom of head-vac and store in garage
 - d. Remove and store all hoses and seawater pump and strainer basket for winter
11. Turn off water to all outside lines
12. Blow out all water lines to docks and hoses
13. Sail Boat fleet prepped for winter storage

14. Polaris lifted out and winterized
15. Old race barge lifted out and winterized
16. Work Barge motor removed and stored in shed winterized
17. Garage cleaned out and all non club items removed for disposal
18. All speed signs positioned so they will not fall on boats or be blown in to harbour
19. Ensure all BBQ tanks have been closed and BBQ's secured
20. Tidy up around the spit and mast racks and club house area.
21. Ensure no wood is stored under club house deck and straight out
22. Ensure wood pile is sorted and piled
23. Ensure the area behind the club house is clear to allow water run off in the spring
24. Stack all tables and chairs on club house deck
25. Stack all tables and chair and put down umbrella on D dock Deck
26. Remove all club race marks and depth markers plus speed markers
27. Remove all mooring balls from club
28. Remove mooring balls at off site locations and return to club
29. All sheds to be checked and cleaned if required
30. Send e-mail out to all members that pump out and outside water system have been winterized and shall not be used until commissioning in the spring.
31. No masts or equipment stored on spit for winter 2013-2014.
32. Collected and empty all garbage cans pressure wash and store under deck
33. Prep snow blower for winter (Club supervisor)
34. Sailing school dock to be prepped for winter (pull up on to shore) or move back in to the dingy dock area.
35. New signage installed on the end of each dock

5.0 Boat Maintenance – Member Boats (OPI – Flag):

5.1 All maintenance on members' boat is to be performed in a manner that does not cause hardship or inconvenience to other members. **Absolutely no maintenance shall be performed during work parties or lift-in/lift out.**

5.2 Bottom Paint removal (sanding /sand blasting). Removal of bottom paint can cause serious health issues and MSDS information should be reviewed prior to any bottom paint removal. All precautions shall be followed and the work must be completed at such a time as to not cause any undue health issues to any one with in 20 meters of

removal location. Every effort must be made to contain the dust caused by bottom paint removal. Members must adhere to the following guidelines:

1. Sanding blasting of any form will not be conducted at CFB Trenton with out written permission from the flag.
2. Bottom sanding can be performed at CFB Trenton provided that the following guide lines are adhered to. MSDS information must be reviewed and available if requested.
 - a. Small: Areas no larger then 1 square meter. No current restrictions apply.
 - b. Medium: Complete light sanding of an area larger then 1 Square meter. This work can be conducted up to one week prior to first lift in.
 - c. Large: Complete removal of bottom paint. This work can be conducted up to two week prior to first lift in. Dust from this removal must be captured and properly disposed.

6.0 Pump Out (OPI – Club Supervisor):

6.1 The Yacht Club pump out system is provided for the use of club members and registered guests who have paid the published fee. All users must follow the directions provided. Any difficulties must be reported to the club supervisor. Water is provided to rinse the equipment and boat, not for doing a full wash of the boat. Once finished, boats must be moved immediately from the pump out dock to allow others access. **Unless authorized by the club supervisor, there will be no overnight docking on the pump out dock.**

7.0 Dock Modifications (OPI – Docks and Moorings):

7.1 Modifications to club docks are strictly prohibited. The club is maintaining strict controls to ensure standardization and maximize the longevity of our assets. Minor requests may be approved if first cleared by the Docks and Moorings Officer.

8.0 Potable Water:

8.1 Water is available in two locations on the club property. There is one hose located on the north-east corner of the clubhouse and another adjacent to the D Dock gangway. The water is sourced from a well that services the entire island. Therefore, the limited available capacity dictates that this water is used for filling holding tanks only. Potable water will not be used for washing boats.

9.0 Club Parking (OPI – Club Supervisor):

9.1 Parking in front of or beside the clubhouse is for short-term use only. Short-term is defined as no more than one overnight period. All other parking should be along the access road. If you are away from the club for more than two nights, please advise the

club supervisor. He will be able to advise you if your selected place will interfere with planned club activities. There may also be a requirement to leave a spare set of keys so the vehicle can be moved in case of emergency.

10.0 Garbage (OPI – Club Supervisor):

10.1 Garbage cans are provided for your use at the end of each dock and throughout the club grounds. If the cans are filled, please advise the dock stewards. For oversized items, please use the dumpsters at either end of the road. The Dock Stewards will have a key for access. Please note that use of the cans and dumpsters are for boat/Yacht Club garbage only. They are not to be used for garbage brought in from off the island.

11.0 Winter Storage (OPI – Harbourmaster/Rear Commodore):

11.1 Boats stored the Yacht Club property over the winter months will be on a space available basis. All boats will remain fully insured while on the property either in the water or on the hard. The boats will be placed by the harbourmaster to maximize available space. Boats on trailers will be stored at an alternate location on the base. All boats shall be in the water or removed from the island no later than the final lift-in. Exceptions must be approved, in advance, by the Flag.

12.0 Winter Access:

12.1 The lower road is not maintained to an adequate standard to allow winter access. The road will remain closed to all except emergency traffic until such time that conditions permit safe access. Members must use the upper road and parking lot to access club facilities.

13.0 Summer Storage (OPI – Rear Commodore):

13.1 There will be no personal items such as cradles and masts stored on the island. The club will secure an alternate location for these large, heavy items. All other personal items such as blocks and cribbing must be removed from the island no later than cradle day.

14.0 Dress – Club Employees:

14.1 In order to present a professional appearance to club members and visitors, all employees of the club shall wear the Yacht Club uniform which consists of a YC shirts, suitable shorts or pants and closed toe footwear.

15.0 Environmental:

15.1 It is every club member's responsibility to protect our environment. As such, all members are required to routinely inspect their bilge to ensure that no hazardous chemicals will be pumped into the water.

15.2 In the event of a spill, everyone available must assist in the immediate action. Spill kits are available throughout the club to ensure spills are contained. The following checklist must be followed:

IMMEDIATE ACTION FOR A MINOR SPILL	Action by	Time
I. Protect human health before proceeding		
<p>Note: Responders must not come in direct contact with the spilled product.</p> <ul style="list-style-type: none"> ↑ All responders must wear personal protective equipment (PPE) ↑ Evacuate area to a minimum of 100 m (300 ft) ↑ Establish safety cordon ↑ All non-essential personal to be evacuated from area 	<p>Section Supervisor responsible for the spill</p>	
II. Identify the type of hazardous material(s) spilled		
<ul style="list-style-type: none"> ↑ Determine the size of the spill and survey the surrounding environment to identify hazards that could aggravate the spill or jeopardize safety ↑ If safe and practical, remove physical assets ↑ If safe, use the unit / section HAZMAT kit, contain the spill 	<p>Section Supervisor responsible for the spill</p>	
III. Notification of spill		
<ul style="list-style-type: none"> ↑ Relay spill information to 8 Wing Fire hall and section supervisor to include: <ul style="list-style-type: none"> ↑ Name of hazardous material spilled ↑ Estimated amount spilled ↑ Actions done to contain spill ↑ Notify W Env O and complete actions as described in WSO 15.04 Spill response to Hazmat and waste. (Appendix 1) 	<p>Section responsible for the spill</p>	
ACTIONS FOR A MAJOR SPILL		
1. Notifications		
<ul style="list-style-type: none"> ↑ Complete steps I through III and advise CoC ↑ W Comd / A3 W Ops O and advise of situation ↑ If directed, initiate W CP recall 	<p>Section Supervisor responsible for the spill</p> <p>DWO</p>	

16.0 Bar Procedures:

16.1 Bar Opening:

1. Please pick up the keys at the Military Police (key #19). You may be asked for ID, be sure to have photo identification.
2. Bar Opening: Using the keys, open up the cooler for the cash register drawer.
3. The cash register drawer fits into the cash register. The key for the cash register is kept in the drawer in the tip glass. Insert the key into the cash register and turn to regular (R).

PLEASE NOTE: this cash register does not require us to do an X tape before we open.

4. Using the “Bar Opening Sheets” in the BLACK BINDER (in the cupboard under the cash register) please count and record the cash. Please record the date of the opening and your name. There should be \$250.00. It might be out a bit, but just record the actual amount.
5. Please remove the liquor bottled from the cooler: Dark Rum, Light Rum, Rye, Scotch and Vodka and place on the counter below the round window.
6. Before the bar opens, please stock the shelves, if required. Please stock shelves at end of each shift.
7. Ask the Dock Stewart to bring you a bag of ice cubes. Place ice cubes in holder use tongs when dispensing ice. Please put the rest of the ice in freezer in the kitchen. PLEASE DO NOT LEAVE THE ICE IN THE COOLER IN THE BAR.
8. Be sure to record all pop used for mixed drinks and ice on the “Bar Opening Sheets”.
9. Please read the “Cash Register Operating Instructions” in Black Binder.
10. Place all dirty glasses in the dishwasher and turn ON. Only use 1 teaspoon of dishwasher detergent.
11. Run cold tap water- fill Brita Filter located in bar cooler and place on the bar with a few glasses.
12. POUR all drinks in front of customer, OPEN all beer bottles, none are to leave bar unopened.

16.2 Bar Closing:

1. When the crowd starts to leave, you can begin to close the bar. You might want to announce to members that the bar will be closing in 5 minutes.

2. It is usually best to put the liquor bottles away and restock shelves first, and run glasses through the dishwasher. Be sure to put the glasses back on the shelf for the next bar opening.
3. Lock all coolers and cupboard doors.
4. Place the "Black Binder" back in the cupboard under cash register. Be sure to lock the cupboard.
5. Please return the cash register key to the OFF position and place it back in the cash register drawer in the tip glass.
6. The cash register drawer, with the float and nightly sales in returned to the cooler. Be sure to lock the door and use the padlock.
7. Return the keys (#19) to the Military Police.