

# Harbour and Storage Regulations

*Revised November 10, 2024*

Purpose and Compliance:

These regulations, policies and bulletins exist to help ensure safe, responsible, and enjoyable use of PCYC'S harbour and yard facilities. It is a condition of membership and employment that all members and employees fully review and comply with the following regulations. Any clarifications can be provided by the Club Manager or Harbour Master.

## REGULATIONS

### 1. Safety / General

Life jackets must be worn and done up, when using any club boat, or any boat owned by the Pointe-Claire Yacht Club. All children 12 years and younger must wear an approved life jacket when on any dock or boat in the harbour and be accompanied by an adult.

When entering or leaving the Harbour all yachts must observe the "Rules of the Road". Boats LEAVING the harbour are to have priority.

All traffic in the harbour must proceed at a "Dead Slow" speed, to minimize the wash and not to interfere with other craft at the jetties.

Club work boats and barge must not be used without permission except in an emergency when a member capable of operating the boat may use it for the purpose of preventing loss of life or damage to boats or property. Any person using the boats for these purposes must notify the Club Manager, the Harbour Master, or the Yard Foreman as soon as possible.

No barbeques are to be used on docks or on boats while in the harbour or yard.

Visitors with boats must tie-up at the Service Dock and report to the Club office or bar to arrange temporary dock space during their visit.

### 2. Fueling Safety

Fuel is extremely harmful to the marine environment and its vapours create a fire hazard.

#### IMPORTANT NOTE:

This regulation and procedures apply to ALL FUELING activities at PCYC including club members, employees, and visitors.

Effective 2010 PCYC discontinued the sale of fuel. An above-ground tank is maintained at the Service Dock for the fueling of club-owned boats by employees only. A fire extinguisher and fuel containment kit are available for EMERGENCY USE at the service dock.

Boats can be fueled at PCYC in the following 2 ways:

(1) Boats with REMOVABLE/PORTABLE fuel tanks can purchase fuel directly into these tanks from service stations. Tanks can then be placed on-board at the boat's dock and connected for use. However, any on-site transfer of fuel from one tank to another must be done at the Service Dock in the fueling basin south of the shear-legs.

(2) Boats with FIXED FUEL TANKS can purchase fuel into portable tanks from service stations. Fuel can then be transferred into the boat's fixed tank. This transfer must be done at the Service Dock south of the shear-legs.

For all fueling activities, the following procedures MUST be followed. These procedures not only make good safety sense but are REQUIRED by LAW as part of Transport Canada Regulations.

1. Moor your boat securely to prevent spillage.
2. Shut off all engines.
3. Send guests ashore.
4. Extinguish all open flames.
5. Do not smoke while refueling.
6. Turn off electrical switches, power supplies and avoid using electrical devices such as portable radios, cell phones, communication devices, etc.
7. Close all windows, portholes, hatches, and cabin doors.
8. Remove portable tanks from the vessel before refueling.
9. Ground the nozzle against the filler pipe.
10. Know the capacity of the fuel tank and do not overfill it — you have a duty to prevent leakage or spillage of fuel into the hull or water.
11. Wipe up spillage and properly dispose of the cloth or towel used.
12. Operate the engine compartment blower for at least four minutes immediately before starting the gasoline engine.
13. Check for vapors from the engine compartment before starting up the engine.

### **3. Electrical Safety**

Electrical power (120 volts AC 15 amp) is available to members from various outlet boxes on the docks. This supply is generally intended to charge on-board batteries through battery chargers, and to connect small power tools. Also, low-amperage on-board appliances may be powered directly from the dock supply on a limited basis (as many members must share our total supply). Large capacity battery chargers, air conditioners, refrigerators, freezers, icemakers, etc., must not be powered by the dock power supply.

Any connections to dock power must be with a grounded 14-gauge (minimum) power cord. All cords must be in good condition and of appropriate length. Cords must be run neatly to avoid pinching by dock sections and to minimize interference with dock traffic. Connections must be monitored on a frequent basis.

If multi-outlet plugs are required at a dock location, they must be outdoor grade and their use authorized by the Yard Foreman.

All portable and on-board battery chargers must be CSA approved and in safe and sound operating condition.

All on-board electrical wiring, connections and appliances must be in safe and sound condition, with wires and connections done in an approved and secure manner.

Any boat having 12-volt DC and 120-volt AC systems must be safely wired and have proper grounding connections to mitigate electrocution dangers and stray currents in the harbour.

It is recommended that boat owners have their systems verified by qualified marine electricians or marine surveyors. The American Boating and Yachting Council (ABYC) is also a good reference source. Care must be taken to ensure all appliances, switches and breakers are turned-off when boat is unattended.

Solar units (small, portable) are recommended to keep on-board batteries charged in a safe and easy manner.

Boats must not use the Club power supply during storage in winter season; it is recommended that batteries be removed from the boat to prevent them from freezing. To maintain batteries during this period they should be charged every 2 to 3 months.

#### REGULATIONS ON BATTERY CHARGING

These regulations are based on the recommendations of the ABYC (American Boat & Yacht Council) A-31 standard. The following requirements aim to minimize the risk of fire caused by the use of chargers. These rules also apply to inverters.

- Batteries must be located in well-ventilated areas and away from flammable materials.
- Ensure that cables and connectors are of adequate size and show no signs of wear or damage. Battery connections should be of the ring terminal type.
- Use chargers specifically designed for the type of battery (Li-ion, NiMH, etc.) and follow the manufacturer's instructions. These instructions must be available on the vessel for consultation.
- Chargers must be equipped with protection systems against overcharging and overheating.
- Chargers must be appropriate and adjusted to charge the batteries at the correct voltage and amperage for the type of battery or battery bank.
- Solar panels require the use of a charge regulator (or charge controller) between the solar panel and the batteries.
- On the boat, connections for 120V AC equipment (shore or land power) must be at least 24 inches away from any gasoline tank.

#### **4. Boat Preparation and Hazardous waste Disposal**

**Quebec Environmental Laws prohibit the disposal of any hazardous items into lakes or rivers.**

Club policies, regulations and procedures concerning boat preparation and maintenance activities and associated hazardous waste handling and disposal are identified in club Bulletin H 20 “Boat preparation and Disposal of associated Hazardous Waste” which can be obtained from the club office.

The PURPOSE of Bulletin H 20 is to promote health-related safety and protection of the land, water, and air environments. The SCOPE of this bulletin includes boat preparation and maintenance activities, especially any scraping, sanding, blasting, and refinishing of hulls, in ALL outdoor, indoor, and on-the-water areas at PCYC. This scope also includes the requirement to safely collect all hazardous waste, remove it from the property, and ensure its safe disposal at an approved location.

##### **KEY REGULATIONS:**

Boat preparation activities must be performed using plastic sheeting (or similar) to collect all dust and particulate.

Sanding, blasting, and spraying activities must be performed with plastic sheeting (or similar) to shield hull to eliminate the circulation of dust, spray, and particulate to the lake, or to other boats, persons, or unprotected ground.

All waste must be carefully collected and disposed of in bags and deposited in club refuse containers.

All surplus paints, coatings, chemicals, and all waste oils and related boat fluids must be handled appropriately and removed from PCYC by members for their personal retention or disposal.

Members must winterize and de-winterize their engines in the yard, collecting all antifreeze, which they are required to take to an authorized disposal site.

#### **5. Dock and Slip Assignment**

Members using dock or dry-sail space during the previous season, must advise the Club Manager prior to 1st March if this space will not be required for the coming season. Vacant space will be allocated during the month of March. Space unallocated by March 31st will be assigned to new members.

Members who for any reason do not intend to occupy their assigned space for periods in excess of one month must so advise the Club Manager, who may sublet the space to another member. Space on sublet for a complete season will be considered available for re-assignment at the beginning of the next season unless prior arrangements have been made with the Club Manager or Harbour Master.

Once assigned, dock space will remain assigned from year to year. At the discretion of the Harbour Master, boat assignments may be changed to provide for the safest and optimum use of the harbour. Boat requirements and seniority will be the basis for space assignment. No member may have more than one dock space, unless approved by the Harbour Master. Such approval shall be for one season only.

Dock space can be occupied only if all fees have been paid.

Finger docks will be limited to boats 30 feet and under.

Dock space will not be assigned to members less than 21 years of age except under very special circumstances.

## **6. Launching and Hauling-out**

Launching and hauling out facilities, except those provided for dry-sailors, must not be used by any person without the permission of the Harbour Master or Club Manager.

Owners must have their boats prepared for the scheduled launch and haul-out dates.

Boats must be made as light as possible for launching and hauling out.

Prior to launch and haul out all boats must have fenders, bow line and stern line attached. Boats not having such fenders and lines will be assessed the cost of supply and installation by PCYC personnel.

Prior to launch, permanent dock lines must be properly installed at the assigned dock space to enable boats to be safely secured. These lines must be removed within 1 week following haul-out.

At launch and haul out all boats must have rudders installed. Boats not having rudders will not be launched or hauled.

Effective January 1, 2018, all sailboats under 8000 lbs. must remove their mast for winter storage. Boats wishing to leave their masts up will pay a surcharge, (listed on the current schedule of charges), and must notify the club office by September 1 of their desire to store with their mast up.

All boats to be launched or hauled-out with the mast up must have the backstay removed prior to launch or haul-out. A temporary backstay must be installed to assure that the mast remains stable and in a way that will not interfere with the lifting operation.

It is preferable that the boat owners be present for launch and haul-out. Boats after launching will be moved to their permanent dock location by the owner or yard staff or volunteers. It is the responsibility of the owner to assure that the boat is properly secured in place on the same day that the boat is launched.

Advance notice must be given and permission received from the Harbour Master regarding the handling of boats that have been stored off premises or new boats arriving by land transport. Except by special arrangement, such boats cannot be handled prior to mid-May.

Launching charges and all dues must be paid before any boat is launched: Haul-out and storage charges must be paid in full before any boat is hauled-out.

### **Harbour Surcharges**

THERE WILL BE SURCHARGES FOR THE FOLLOWING SERVICES without a signed work order:  
(i.e. trailer/cradle not prepared for launch/haul out)

- Sailboat with mast up (backstay not loosened, boom not lowered)
- Lines/Fenders not ready (plus cost of lines or fenders provided)
- Boats under 8000 lbs. wishing to leave their masts up
- Powerboat canvas not removed or lowered (if necessary)
- Cradle not prepared and/or ready
- Trailer not prepared and/or ready
- Extra work/peculiar (plus cost of materials)

\*\*If due to circumstances beyond the members control they are unable to complete any of the items mentioned above please do not hesitate to decide in advance with the Club office.

### **7. Rigging and Fitting-out**

The shear-legs is to be used for rigging purposes only.

Persons using it do so at their own risk and may be held liable for any damage.

The club is not responsible for any accident or damage whatsoever as a result of a member using the shear-legs. The shear-legs cannot be used after sunset.

All spars should be rigged and ready for stepping before boats are secured at the shear-legs for rigging to minimize the time occupying the shear-legs.

Spars, rigging, and other gear must not be left lying on the shear-legs' dock and vicinity.

Boats must not be moored at the shear-legs' dock so as to obstruct the use of the shear-legs.

### **8. Docking (Refer also to Electrical, Section 3)**

The safety and protection of each boat and the protection of adjacent boats (should a boat come away from its dock) is totally dependent upon the use of proper mooring/docking equipment and

procedure. Complete club regulations and procedures concerning the mooring of boats in the PCYC harbour are provided in "Safe Moorings" - Bulletin M1 which can be obtained from the Club office.

### **KEY REGULATIONS**

Dock lines must be of adequate strength for the boat size. Lines must have a minimum diameter of one-half inch (except smaller boats see below). Larger boats require larger diameter lines. Nylon lines are recommended.

Bow or stern lines to the dock must be secured with chains and shackles and be safety locked (except for smaller boats). Lines must be attached to metal connections on docks, wherever possible, to reduce dock wear. Snubbers are recommended for larger boats.

Smaller boats (those less than 6.5 meters and under 1100 Kgs) are not required to have chain and shackle dock connections. Dock lines of 3/8 inch minimum, in good condition, will suffice.

Spring lines are required fore and aft.

Boats must be secured in such a way that the loss of one line does not allow a boat to contact another boat, even in high wind.

Dock lines must not block safe access to the docks.

Fenders must be adequately sized and properly positioned.

All boat fastenings and halyards must be properly secured to prevent noise.

No masts can be left protruding over the dock, without suitable safety protection, for a 2-week period following launch and prior to haul-out. At all other times masts must not protrude, regardless of protection.

### **9. Dry-sail Hoist Use**

Complete Club policies, regulations and procedures concerning the use of the dry-sail hoist are identified in PCYC Bulletin H 1.0 which can be obtained from the club office.

### **KEY REGULATIONS**

Any operation of the dry-sail hoist is restricted solely to AUTHORIZED operators.

Authorized dry-sail hoist operators must have completed PCYC's "hoist operation and safety procedure proficiency training and certification" program.

### **10. Storage (Refer also to Electrical Section 3)**

Members NOT requiring boat storage on the Club premises DURING THE WINTER must advise the Club Manager, not later than September 30th.

Storage charges must be paid prior to haul-out.

Effective January 1, 2024, any member planning to store their boat in the yard for more than two years shall be asked to pay, in addition to the regular storage fees, a deposit equal to the cost of the disposition of the boat. This cost shall be assessed at the sole discretion of the club's manager and shall be reimbursed when the member resumes activities at the Club. It is left to the discretion of the Executive Committee to suspend the application of this regulation in exceptional circumstances.

Boat storage locations will be determined by the Club Manager.

Fires or heating appliances of any kind are forbidden on boats while in storage, either inside or outside. Use of a blow torch or portable stove is prohibited in Club buildings.

Effective January 1, 2018, all members wishing to bring a new boat to the Club must have a knock down cradle, or jack stands.

Effective January 1, 2018, any trailer being left in the yard, must be licensed and able to be easily moved by one person. Trailers being used to transport boats during the sailing season must be identified to Club Manager prior to May 1 of each year. If trailers need to be accessed during the season, standard yard charges will be applicable.

Effective January 1, 2018, no cradles or jack stands of the homemade variety will be allowed to be used at Club. The Club Manager and or Harbor Master shall have final word on the determination of the suitability of any cradle.

Cradles or trailers must be provided by the boat owners. The Club reserves the right to refuse to put a boat on any cradle or trailer it feels is dangerous. Trailers must have their tires properly inflated. Cradles and trailers must be clearly identified with the boat owner's name or boat name.

Masts may be stored on the mast rack (West of the Service Dock), providing they are clearly marked with owner's name and all lines are properly contained. All masts must be removed no later than June 15th, unless authorized by the Club manager.

Spars and rigging must not be left lying on the deck, verandah, sail shed floor, or any other place there they will interfere with the moving of boats, present a danger to others, or detract from the appearance of the club.

Club lumber, blocks, supports etc. must not be used by members for boat storage without permission of the Yard Foreman. No later than 1 week following launch, members' storage tarpaulins, lumber, supports, ladders, equipment etc. must be removed from Club property.

The re-use of the BLUE STYROFOAM flotation cubes that are removed annually from the harbour is PROHIBITED on Club premises. The cutting, handling and use of this material results in styrofoam chunks and fragments ending up in the lake. Eventually these can become micro-particles in our drinking water and are also consumed by fish and other marine species down stream.



Gasoline, naphtha, paint, turpentine, and similar volatile inflammable matter must not be kept in any Club locker or building.

## **11. Insurance**

All boat owning members must provide the Club with a "Certificate of Insurance" indicating that their boats are insured for 12 months with the following coverage:

Protection & Indemnity (Liability Insurance) in the amount of no less than \$1,000,000.

This can be done by simply calling one's broker or insurer and requesting that a certificate of insurance evidencing same be faxed, emailed, or mailed to the Club.