



Conway Yacht Club

Siôr management

Version	Date	Author	Change
1.0	29/04/2024	Michael Leahy Captain of Sailing	First draft
1.1	03/05/2024	ML + Keith Simpson, Sior Bosun	1 st revision
1.2	10/05/2024	ML	Add booking appendix
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Background

The Club's launch, Siôr, is one of the Club's most valuable assets. The Club's own sailing programme, the Conwy River Festival, and the Club's attendance at the Menai Strat Regattas depend on the presence of a support boat capable of towing several CODs. The operation of a Club Launch is one of the main benefits that the sailing members derive from their membership.

The boat is over 50 years old. It is the sister boat to Bronwen, the RAYC Club launch. They were both built on Anglesey a few years apart. She is a 18 ft GRP hull open motor launch with inboard single prop engine.

Responsibility and accountability

Conway Yacht Club is the owner of the boat and all her equipment.

Management of the boat is delegated from the General Committee to the Sailing Committee and therefore nominally to the Chair of the Sailing Committee, the Club Sailing Captain.

The Sailing Committee will determine the roles and responsibilities of:

1. Siôr Boson, who will be responsible for the upkeep of the boat.
2. Siôr Lead Cox, who will be responsible for the crewing of the boat.
3. The Sailing Captain who will be responsible for all issues pertaining to the use of the boat in support of the race programme and the admin functions of the boat

Sailing Committee's role and duties

1. Documentation and certification:

- a. The Sailing Committee is responsible for ensuring that the relevant documents for the boat are kept securely at the Clubhouse and made available when necessary:-
 - i. The certificate of ownership
 - ii. The insurance certificate.
 - iii. The manual for the engine
 - iv. Manuals for all other equipment.
 - v. Radio licence(s)
 - vi. The voyage log.
 - vii. The engine use log (which may be part of the voyage log).
 - viii. The engine maintenance log
 - ix. The boat maintenance log including a log of all defects and repairs.
 - x. Annual status reports.

2. Insurance:

- a. The insurance of the boat will be arranged by the Club Secretary and paid for by the Club Treasurer from the Club account.
- b. The sailing committee will ensure that the Club Secretary has the correct details of the boat to report to the Club's insurer.



- c. The sailing committee will ensure that a reasonable insurance value is determined for the boat including her equipment, reviewed each year and provided to the Club Secretary.
 - d. The Club Secretary will provide the sailing committee with a copy of the insurance certificate and the insurance policy.
 - e. The sailing committee will check the details of the policy to ensure that the cover provided is appropriate and that note is taken of any exclusions or mandatory criteria.
 - f. If a survey is required by the Club's insurers, the Sailing Committee will arrange this.
- 3. Mooring / berthing and winter storage:**
- a. The sailing committee will arrange mooring each year.
 - b. The sailing committee will arrange winter storage on the hard over winter if appropriate.
 - c. In the past the Club has benefitted from free births in both Marinas in return for an agreement that the Marina Staff may use her if necessary.
- 4. Booking:**
- a. The sailing committee will provide a means for club members to book the boat for appropriate use. See Appendix A – Booking Siôr
 - b. By default, all dates in the sailing programme are considered booked.
 - c. In addition, the boat will be considered booked for the duration of the Menai Strat Regattas from the date of the first race over until the CODs have returned to Conwy.
- 5. Reporting to the General Committee**
- a. The Sailing Committee will report to GC at least once a year regarding the status of the boat, completion of responsibilities and expenditure.
- 6. Payment for expenses**
- a. The sailing committee will set up an account at the Marina for fuel (where possible)
 - b. Where necessary expenses are incurred the sailing committee will ensure that they are re-imbursed by the Club Treasurer from the Club account
 - i. Invoices must be kept and presented to the Chair of the Sailing Committee or direct to the Club Treasurer.
 - ii. The Sailing Committee will endorse necessary expenses and arrange reimbursement

Siôr Bosun's role and duties

- 7. In general,**
- a. the Bosun is the officer of the Club primarily responsible for the upkeep of the boat and ensuring that she is in a seaworthy condition to fulfil her duties safely.
 - b. In the event of any incident or defect, it is the Bosun's responsibility to decide if the boat can continue to be used or must be taken out of service for repair.
 - c. Any and all defects noted by any other person using the boat must be reported to the Bosun.
- 8. Operating procedures**
- a. The Bosun will determine the necessary procedures for:



- i. Start up
 - ii. Running
 - iii. Shut down
- b. The Bosun will prepare placards to be mounted on board with aide memoires to the procedures.
- 9. Modifications to the boat / her systems.**
 - a. Any modifications to the boat will be decided by the Sailing Committee in discussion with Bosun.
- 10. Hull maintenance, defects and repairs:**
 - a. The bosun will draw up a maintenance schedule for the hull etc. and review it from time to time (Appendix C – maintenance schedule)
 - b. The bosun will make a brief inspection of the boat at least every week and log any defects (see appendix B: defects log)
 - c. The bosun will make or arrange a more thorough inspection once a year at the end of the sailing season.
 - d. The bosun will make or arrange minor repairs as required throughout the season.
 - e. If a serious problem is noted (one that would prevent the boat being used), the Bosun will immediately inform the Sailing Captain and the Lead Cox and update them regarding remedial work and when the boat is ready for service again.
 - f. The bosun will arrange regular winter maintenance including repainting and anti-fouling in time for launch prior to the start of the sailing season.
 - g. The bosun will ensure that all repairs and maintenance on the boat are recorded in the maintenance log.
 - h. The bosun will prepare a status report at least once a year to be presented to the General Committee via the Sailing Captain.
- 11. Engine servicing:**
 - a. The Bosun will draw up (with appropriate assistance) a service schedule for the engine. (Appendix D: Engine Service schedule). Including the “daily checks” to be performed each trip.
- 12. Equipment:**
 - a. The Bosun will draw up an equipment list (Appendix E: Equipment list)
 - b. The bosun will check the equipment every week and note any missing or damaged items that need replacement and arrange replacement through the Sailing Committee.
- 13. Fuelling etc:**
 - a. The bosun will check level of fuel, coolant, oil each week and keep the boat topped up as required.

Siôr Lead Cox's role and duties

- 14. Boat Log:**
 - a. The Lead Cox will prepare a boat log to be completed at every voyage by the Cox of the day including recording engine hours.
- 15. Crew roster:**
 - a. The Lead Cox will recruit suitable volunteers to cox and crew Sior for her duties as support boat through the year.



- b. The Lead Cox will draw up a roster for all the dates in the sailing calendar with nominated Cox and Crew where possible. Ideally, 2 people should be on board for each event in case it is necessary to give assistance to a boat or help with a rescue of a person overboard.

16. Crew credentials:

- a. The Lead Cox will maintain a skills matrix of the cox and crew for PB2, Safety Boat, First Aid and VHF and any other relevant credentials as appropriate.

17. Crew training:

- a. The Lead Cox will arrange training for Cox and Crew including RYA certification
- b. The Lead Cox will have access to use Sior at all times to provide Cox and Crew with real world experience.

Sailing Captain's role and duties.

18. Radios:

- a. The Sailing Captain will ensure that 2 handheld radios for the Race Officer are in good working order and fully charged in the Race bag prior to each event.
- b. The Sailing Captain will ensure that the handheld DSC radio for Sior is in good working order and fully charged and will be kept in Deganwy Marina Office

19. Race kit:

- a. The Sailing Captain will draw up a contents list for the race bag and review it from time to time (Appendix F: Race Bag contents).
- b. The Sailing Captain will check the Race Bag each week and ensure that all contents are present and replace anything missing as required.



Appendix A: Booking Sior

1. All bookings must be submitted to the Sailing Committee
(CODSailing@ConwayYachtClub.com)
2. By default, Sior will be considered booked for all dates in the sailing programme.
3. Sior Bosun may book Sior for use regarding maintenance and repair.
4. Sior Lead Cox may book Sior for training and familiarisation for Sior Crew and Coxes.



Appendix B: Defects Log (template)

Date Reported	Defect Description	Reported by	Date Resolved



Appendix C: Maintenance Schedule and Log

Weekly inspection

- During the season, after launch, the Bosun will inspect the boat every week
- General inspection for damage, wear and tear, chafe on lines
- Complete engine start up checks, start engine and run for 10 minutes
 - Engine Start up checks
 - WOBBLES: water, oil, belt, bilge, levels, engine hours
 - Fuel trap
- Check bilge for level and contents
- Pump bilge dry
- Check equipment as per list
- Check level of fuel in tank, top up if less than ¾ full
- Check availability of fuel in jerry cans, top up as required.
- All defects to be noted in log
- Inspection to be signed off in log

End of season inspection, winterisation and storage

- After lift out the boat will be rinsed with fresh water to remove salt
- Hull will be spray cleaned
- Engine raw water coolant system flushed with fresh water
- Engine greased as required
- All equipment removed, cleaned if necessary, dried and packed for storage
- Fuel tank to be left either empty or full.
- Defects and work required over the off season to be logged and reported to the Sailing Captain
- Inspection to be noted in log

Winter maintenance

- Anti-foul to be renewed each year
- Paint to be maintained as required

Pre-season inspection and launch

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Appendix D: Engine Service schedule and Log

- The bosun will ensure that the engine is serviced as per the user manual and a record of all services and repairs is kept



Appendix E: Equipment List

- ground tackle
 - anchor and rode
- Compass
- Bucket
- Boat hook
- 2 x oars and rollocks
- mooring gear
 - At least 4 lines of suitable size to provide breast line, stern line, forward and aft springs
 - At least 4 fenders
- Towing and recovery gear
 - Tow line
 - Bridle
- safety gear
 - Pack of 4 foam lifejackets
 - 2 x automatic inflation lifejackets
 - 2 x Buoyancy aid / Floatation device
 - Rescue knife
 - Boarding ladder
 - Throw line
 - Flares as per inshore requirements (LED Flare)
 - Fog horn
 - Fire extinguisher
 - Torch with spare batteries
 - Bucket bailer
 - Manual pump
 - Emergency submersible electric pump
- engine spares
 - Spark plug
 - Spare fuel 2 x 5L jerry cans
 - Engine oil SAE 10W-30
 - Gearbox oil – SAE 30
 - Coolant
 - Impeller
 - Belt
 - Fuses
- Tools
 - Pliers, screwdrivers, spanners, molegrips etc
 - WD40
- First Aid gear
- Race Gear (on board)
 - Flags
 - Orange - start line
 - Blue - finish line



- E - COD class flag
- R – Cruiser class flag
- P- Preparatory
- S –shortened course
- X – individual recall
- Answering pennant 1st substitute - General recall
- Black – Rule 30.4 applies
- CYC burgee



Appendix F: Race Bag Contents

- Race Folder, inc results sheets etc.
- Pens and Pencils
- 2 handheld VHF radios
- 1 x charger for VHF radios
- 1 x manual pump air horn
- Electronic clock
- Timer
- Key to Tower

NB the following race items are not kept in the Race Bag

- DSC handheld VHF radio – kept in Deganwy Marina Office
- Charger for DSC radio - kept in Deganwy Marina Office
- Key for Sior - kept in Deganwy Marina Office
- Fob for marina gates - kept in Deganwy Marina Office