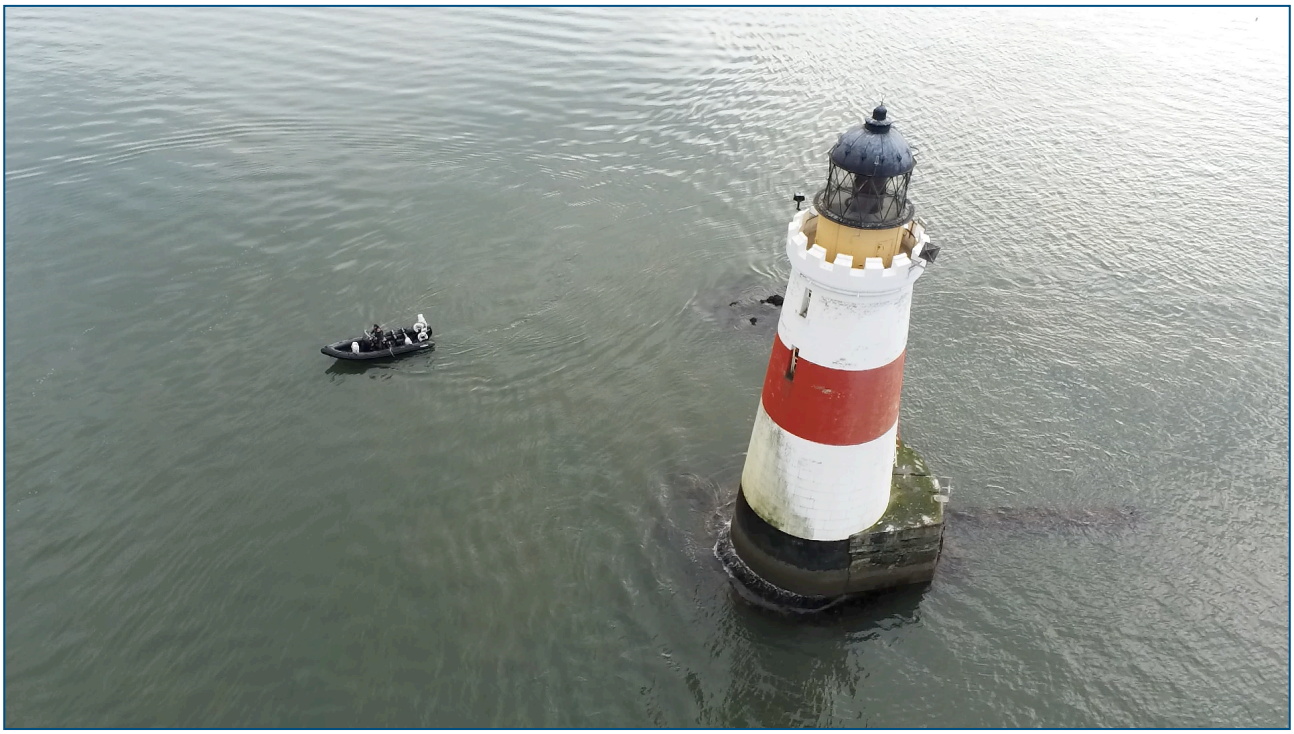
EDINBURGH MARINE ACADEMY

The Powerboat Club

Members Information Pack



25th March 2021

Dear Member,

I would like to take this opportunity to thank you for joining our powerboat club. This is a new venture for us, and we are excited that you are able to share our plans to develop power boating in a safe and exciting manner on the East Coast of Scotland.

We have purchased two new boats which you will be able to access, a Merry Fisher 695 which will be permanently allocated to the Boat Club, and a Ribcraft 6.4m which will be used for training, and used for the Boat Club on occasion if you would particularly like to use it.

We would ask that you join us for a handover on your first session as a club member, and this will give us the opportunity to show you the boat and to answer any questions you might have.

We would also like you to complete a passage plan for each trip that you plan. This described in this document, and we can offer you support with this to get you started.

We are on hand at any time to discuss issues or questions you may have, and we are always open to new ideas and receive members feedback.

I wish you all the very best for the 2021 season, and I look forward to meeting you at the centre.

Best Regards

Chris

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1. Introduction

This document is designed to give you all the information you need to book the boat, pick up keys, take it for the day, and how to return it safely. It is split up into sections designed for easy navigation. Whilst we have tried to give you as much information as possible, if you have further questions then please don't hesitate to contact us.

1.1. Booking the Boats

Members may hold up to two prospective bookings at any time on membership boats. This is to allow fairness of boat allocation to all members, and to prevent a member from block booking certain days (i.e 1 member booking all the weekends in August). If you have a specific request for a date in addition to the two outlined above for a special occasion then please let ask now and we will do our best to allocate for you.

There is no limit to the length of booking, and you do not need to use your membership days every month. For example, if your membership plan allows you 10 days per year, you could book the boat for a full 7 day week and then three subsequent individual days. This is to cater for those who would like to take the boat further afield.

The two available boats are as follows:

Vessel Name	Make and Model	Type and Colour	Engine Size	Notes
Forth Explorer	Ribcraft 6.4 Pro	RIB - Black	150 Hp Suzuki	MCA coded to 3R
Forth Adventurer	Jeanneau Merry Fisher 695 Series 2	White Hard Cabin boat with rear deck	150 Hp Suzuki	MCA coded to Cat 4

To book the boats out for your membership days please call or email the office using the following details:

Telephone: 07485 184 571

Email: info@edinburghmarineacademy.co.uk

1.2. Booking Additional Days to membership

If you have used you membership allocation for the year and would like to book further days then these can be booked at a daily rate of £225 per day plus fuel. Please contact us to discuss if this is required.

1.3. Key Procedures

The keys for the boat will be left on board in a key safe in the designated location on board the boat you have booked. The location of the Key Safe will be shown to you on the first handover, and the code for the Key Safe will be emailed to you at the time of booking as it will change on a periodic basis.

When you have finished for the day please make sure that you leave the boat keys in the Key safe, turn the code numbers, and close the plastic cover. If you have any questions on Key Handovers please discuss this at your first handover.

1.4. Cancellation Procedures

If you cannot make your booking then please let us know with as much notice as possible. We will always endeavour to offer you another day to make up your membership allocation, but this is subject to availability.

Please note that bookings cancelled within 48 hours of activity cannot be rescheduled as vessels will have been scheduled by this time.

1.5. Paying for Fuel

The boat will be supplied fully fuelled each day, and Fuel used will be charged back to you at the refill cost which will usually be the standard pump price for unleaded, so is subject to market fluctuations.

You will be invoiced for fuel used after your hire. Please note the fuel gauge level when you leave the boat for your records. Due to the way in which the boats sit on the water the fuel gauges do not always work as you would expect in a car, and they need to be fully at rest and unloaded to get an accurate reading.

As a rough guide to fuel usage to following can be applied;

Boat RPM	Boat Speed (knots)	Approx fuel usage per mile
2500	20	1
3500	25	1.4
4500	30	1.75

Please note that the above is approximate, and depends of your driving style, sea state and weather conditions, and loading of the vessel.

1.6. Damages

In the event of damages outside normal wear and tear occurring whilst on a hire then we will invoice you for repair costs to return the boat to its original state to a maximum of £1500.

As an example of what would be considered ‘normal wear and tear’: small scrapes and minor gelcoat damage no more than 2mm in depth and 10 cm long, black marks, fender rubbing hull etc.

As an example of what would be charged as a damage: scrapes and gelcoat damage greater than 10cm in length or 2mm depth, major damage to hull or superstructure, bent propellor blades or visible damage to the engine.

If any major damage is sustained then we would ask you report it as soon as possible, so that we can bring the boat out and make sure that it is safe for use.

1.7. Out of Hours boat use and Overnight use

Usual hours to book the boat are 0930-1630. However if you would like to use the boat out of hours then this can be arranged at time of booking providing you are back in the marina or safe haven a minimum of an hour before nightfall (no night time activity).

If you would like to take the boat away from Port Edgar for a multiple day trip then this also can be arranged at time of booking providing the following is adhered to:

- Pre departure Passage Plan itemising safe havens and overnight locations
- Daily Phone call to update Edinburgh Marine Academy Staff of vessel status
- Member pays all associated berthing costs at Marinas or Harbours that are not the Home Port (Port Edgar).

2. Boat Safety and General Operating Procedures

2.1. Number of People on Board

All our boats are MCA coded to a maximum number of people. The following applies at all times and must never be exceeded.

Vessel Name	Make and Model	Notes	No of People
Forth Explorer	Ribcraft 6.4 Pro	MCA coded to 3R	6
Forth Adventurer	Jeanneau Merry Fisher 695 Series 2	MCA coded to Cat 4	6

2.2. Area of Operation

The boats are limited in their areas of operation by the MCA coding. This is different for each boat so please note the areas before planning a trip, and ensure that it stays well within the coding. All activity must take place in daylight hours, and no night time activity without a member of staff on board.

Vessel Name	Notes	Area of Operation
Forth Explorer	MCA coded to 3R	20 miles from a safe haven during day time and favourable weather conditions, and restricted night time use (only with a member of staff on board)
Forth Adventurer	MCA coded to Cat 4	20 miles from a safe haven during day time and favourable weather conditions

All activity must take place in favourable weather conditions, which is a Force 4 or less. Please note the weather conditions when planning passages.

2.3. Lifejackets

Lifejackets are to be worn by all persons on board at all times, unless below deck or in the cabin. Lifejackets should be correctly fitted as per manufactures guidlelines, and crotch straps should be worn at all times.

Child lifejackets are available on request, please ask for these at time of booking.

2.4. Loading

Each vessel must be loaded in such as way that stability is not compromised. This will be briefed at the handover, but general points include:

- Even spreading of weight (people, baggage, etc) fore and aft, port and starboard to prevent any list or uneven trim
- Whilst on the move at speed trim should be assessed and boat trimmed to sea conditions using engine
- People on board must stay seated whilst making way and when at rest must manoeuvre around carefully, avoiding all people on the same side or area of the boat.
- Water ingress must be prevented and in the event of water ingress sea cocks much be shut immediately.

2.5. Use of VHF radio

The VHF radio is on board for routine, urgent, and distress communications. It is a requirement that the radio is monitored at all times whilst at sea, and in UK waters Channel 16 is standard, and 67 is the small craft safety channel in the Firth of Forth.

We suggest that you put the radio on 16, or Dual Watch to 16 and 67 to ensure that you are aware of large ship movements, and other information that you may require such as weather forecasts.

In the event of an emergency follow the Mayday Procedures which are outline below, and are on the console by the radio.

Distress Procedures - for use in the event of an Emergency

- Press and hold the red DSC button for approx 5 seconds
- Pick up the microphone, select channel 16, and high power and say:
    - Mayday, Mayday, Mayday
    - This is: *i.e Forth Explorer, Forth Explorer, Forth Explorer. MMSI number 232031178, call sign MIHQ4*
    - Mayday: *Forth Explorer. MMSI number 232031178, call sign MIHQ4*
    - Position: *Lat and Long or from a charted object*
    - Danger: *What is the situation*
    - Number of people of board
    - Any other relevant info?
    - Over

Wait for a response from the coastguard who will advise on what to do.

2.6. Accidents and Incidents

In the event of an accident that requires and first aid, or an incident in which a near miss collision with another vessel or object occurs, this should be reported on the appropriate form.

Please complete when you are safely in a position to do so, and submit electronically or on paper to the Office. We will be in touch to follow up on the accident / incident as required.

2.7.Safety Equipment and Operation

2.7.1.Fire Extinguishers

Two Fire Extinguishers are carried, and both are general purpose powder extinguishers which can be used on any fire type. The locations of these will be shown to you during your first boat handover, and please familiarise yourself with the locations when you take the boat out each day.

2.7.2. Use of Killcord

Killcords should be used at all times when the engine is running. They should be attached the upper thigh, not on the wrist or lifejackets. Please inspect the kill cord for wear, and inform the office if it needs replacing.

If a kill cord breaks then a spare is carried in the safety kit.

2.7.3. Flares

There are 3 types of flares on board:

- Smoke Flares - for use in day time when requested by the rescue services to pinpoint your location
- Pinpoint Flares - for use at night time when requested by the rescue services to pinpoint your location
- Rocket Flares - for use when you do not have any other means of communication. Set off 1, and then 1 minute later set off another. Do NOT set off when helicopters are in the vicinity.

Each flare has different operating instructions, so ensure that you familiarise your self on usage when doing your boat handover.

2.7.4. Liferaft

The life raft is for six people, and will keep you alive in the case of abandonment of vessel. Launching instructions are printed on the raft, and this can be either manual or automatic. The rafts are heavy so you may need two people to get them over the side.

When the raft is inflated, on the downwind side of the vessel, get everyone into it staying dry if possible. If the vessel is on fire then inflate the raft on the windward side.

When aboard cut the painter and stream the drogue and wait for assistance.

2.8. Use of Marine Toilet

Forth Adventurer comes fitted with a marine toilet. Please follow the instructions printed on the bulkhead, and makes sure that you do not put anything down it apart from toilet tissue and body waste.

Please note that if the toilet is blocked due to wet wipes, sanitary products, or other items then a charge of £250 will be applied to clear the system.

2.9. Use of Chartplotter

The Chartplotters are by Raymarine, and instruction manuals are in the consoles. Please ask your instructor for a briefing on use during your handover.

3. Passage Planning

A passage plan is a required document under the SOLS V regulations and our insurance requirements. A passage plan does not need to include every turn and bearing, but can be more general and include approximate route, weather conditions, tide effects, hazards on route, safe havens etc. We have outlined the main points to include below, and you can add anything else you feel is appropriate.

Use the Almanac for the area, pilot books, charts for passage planning.

If you need any help creating you passage plan then please contact us, and please note that we need a copy of your passage plan at least 24 hours in advance of your booking.

3.1. Weather

You need a full forecast for the whole trip, including departure conditions, and forecasted arrival conditions. It is also worth looking at subsequent forecasts in case severe conditions are going to come through later.

Forecasts should include the follow for passage planning:

- Wind Strength
- Wind Direction
- Gust Strength
- Temperature
- Precipitation
- Visibility
- Pressure

3.2. Tide

Check the tidal predictions and determine if there are any limiting depths on route or entering you destination (sills or bars). It is also worth checking safe havens for the same.

Also Check tidal streams and if these will be a factor as it will slow you down or speed you up.

Tidal information relating to depths is in the appendix of this document, and tidal stream information in in the Alamanac.

3.3. Destinations

The Firths of Forth is a varied place to go, and the following are a small selection of places that you could consider heading to, all of which are outlined in the Pilot Books for the Firth of Forth.

Destination	Distance from Port Edgar
Inchcolm Island	5 miles
Cramond	6 miles
Inchkeith	11 miles
Aberdour	7 miles
Blackness	4 miles
Limekilns	4 miles
Charlestown	4.5 miles
North Berwick	30 miles
Elie	25 miles
Anstruther	30 miles

3.4. Safe Havens on route

A safe haven can be a harbour, a marina, or a bay in which you can find shelter. A safe haven will vary from day to day depending on weather conditions, and should be selected during the passage planning stages os that you know where to find shelter if conditions deteriorate.

3.5. Hazards

Hazards to be itemised in the passage plan could be:

- Shipping Channels
- Significant tidal flow (i.e. under the bridges)
- Rocks or other obstacles,
- Busy shipping areas

This is an example list and you can include anything else that you feel is required to help you navigate your way safely to your destination.

3.6. Passage Plan Template

You can use the form in the appendix as a passage plan template to get you started. Please note that we require a copy of this for every passage, at least 24 hours in advance, and that if this is not completed in advance of booking you will need to do this before you leave the pontoons.

4. Start up and close down checks

Please use the provided forms for start up and close down checks. These sheets are to be completed and filed in the boat in the waterproof folder provided for this purpose.

If there are any damages or other items requiring attention then please draw our attention to these so that they can be recitifed.

5. Boat Clean Down

The vessels are used regularly by clients for training and for other members so we would request that you return the boat to the approximate condition in which you found it at the star of the day. This does not require a full deep clean which will be done by staff, but requires a light clean, and the removal of all rubbish and other unwanted personal items.

Please ensure:

- Boat is rinsed down with fresh water and mud is removed with the deck brush
- Rubbish and food is removed
- All contact surfaces (wheel, throttle, handles, etc) are speed with surface cleanser and wiped clean.
- Please dispose of waste in the bins at the top of the slipway.

7. Appendix

The appendix includes:

- 2021 Tide tables
- Blank Passage Planing Forms
- Blank Pre Start and Close down checklists
- Blank Accident / Incident report forms

Passage Plan Template

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DATE:…… FROM:…… TO:…… DISTANCE:……NM

ALTERNATIVE DESTINATION(S) OR SAFE HAVENS:……

WEATHER FORECAST:……

……

……

TIDAL INFOMATION

DATE:……..……..
PLACE:……..
HW TIME……..……..
HW HEIGHT……..
LW TIME……..……..
LW HEIGHT……..
DEPTH CONSTRAINTS:
……..
……..

DATE:……..……..
PLACE:……..
HW TIME……..……..
HW HEIGHT……..
LW TIME……..……..
LW HEIGHT……..
DEPTH CONSTRAINTS:
……..
……..

WAYPOINTS ON ROUTE

WAYPOINT NO:	NAME	LOG	NOTES

DANGERS / HAZARDS ON ROUTE: ……

……

……

LIGHTS/MARKS EXPECTED: ……

……

……

COMMUNICATIONS

PORT / MARINA…… VHF CH…… TEL……
PORT / MARINA…… VHF CH…… TEL……

NOTES: ……

……

……

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Pre Start Checksheet

DATE……..

VESSEL……..

COMPLETED BY:……..

COMPLETED SHEETS TO BE LEFT ON BOARD THE BOAT IN FILE

CHECK	COMPLETED	NOTES
VISUAL CHECK OF BOAT (LOOKING FOR DAMAGE, GENERAL CONDITION ETC)		
PUMP OUT ANY WATER IN BILGES		
INFLATE SPONSONS		
CHECK FUEL ON		
BATTERIES ON		
ENGINE IN WATER		
START ENGINE		
CHECK TELL TALE		

Close down Checksheet

DATE……..

VESSEL……..

COMPLETED BY:……..

CHECK	COMPLETED	NOTES
VISUAL CHECK OF BOAT (LOOKING FOR DAMAGE, GENERAL CONDITION ETC)		
CLEAR PLOTTER OF TRACKS		
PUMP OUT ANY WATER IN BILGES		
CHECK FUEL OFF		
BATTERIES OFF		
ENGINE TRIMMED OUT OF WATER		
RINSE DOWN WITH FRESH WATER		
NOTE ENGINE HOURS		

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Incident Report Form

(including near misses)

Section 1 - About the person(s) involved

1.1 Name:

1.2 Date of Birth:

1.3 Address:

1.4 Contact Number:

1.5 What type of incident occured?

1.6 Was any First Aid treatment required?

1.7 Name of First Aider:

1.8 Person taken to hospital? Yes / No

Section 2 - About the Incident

2.1 Date of Incident:

2.2 Time incident occurred?

2.3 Course:

2.4 Wind speed and direction:

2.5 Boat or Equipment involved:

2.6 Location of incident:

2.7 Name of instructor: delivering session:

2.8 Witnesses:

2.9 Detail what happened:

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Accident Report Form

Section 1 - About the person involved

1.1 Name:

1.2 Date of Birth:

1.3 Address:

1.4 Contact Number:

1.5 What type of injury was sustained?

1.6 What treatment was required?

1.7 Name of First Aider:

1.8 Person taken to hospital? Yes / No

Section 2 - About the Accident

2.1 Date of accident:

2.2 Time accident occurred?

2.3 Course:

2.4 Wind speed and direction:

2.5 Boat or Equipment involved:

2.6 Location of accident:

2.7 Name of lead instructor on session

2.8 Witnesses:

2.9 Detail what happened including what caused the accident::