

THE DEVONPORT YACHT CLUB (INC.)

HAULAGE MANUAL



HAULAGE MANUAL

1. **Scope**
2. **Haulage Policy**
3. **Introduction**
4. **Boat Owner's Responsibility**
5. **Safety**
6. **Cradles**
7. **Uphaul**
8. **Sidehaul**
9. **Downhaul**
10. **Haulage Operators**
11. **Responsibilities of Haulage Master**
12. **Incident/Accident Investigation**
13. **Glossary of Terms**
14. **Appendices**
 - a) **Schedule of Haulage Operators**
 - b) **Typical Cradle**

HAULAGE MANUAL

1. SCOPE

This manual covers all boat movements and other work where the Club's winch gear is involved.

It covers all aspects of work where Club gear is used for the normal haulage of boats or maintenance work on the Club site.

IT DOES NOT COVER BOAT OWNERS OR CONTRACTORS who move boats on or off the Club area using gear that does not belong to the Club, or who use Club gear without prior arrangement and permission in writing for such an activity.

2. HAULAGE POLICY

The Devonport Yacht Clubs' Haulage Policy is described in the Club's Yearbook. This Policy describes the Eligibility, the Haulage Application Process, Usage of Facilities and Environmental Constraints, Cradles Haulage Costs and Penalties. Also contained is a list of Haulage Operators authorised to operate the winches.

DISCLAIMER

NOTWITHSTANDING ANYTHING THAT MAY BE IMPLIED OR STATED IN THIS MANUAL, IT MUST BE CLEARLY UNDERSTOOD THAT ALL HAULAGE AT THE CLUB IS AT THE BOAT OWNERS' RISK TO ALL PARTIES.

THE ACT OF SIGNING THE HAULAGE FORM REQUEST MEANS THAT THE BOAT OWNER ACKNOWLEDGES THIS FACT.

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HAULAGE MANUAL

3. INTRODUCTION

The purpose of this manual is to give a clarity and definition to haulage. It will endeavour to set out the duties and or actions in each section and the responsibilities for the actions and or duties.

The haulage system in this club works entirely on a voluntary basis. It requires new members who wish to haul or move boats to be come conversant with the club gear and systems. This is best done by the new boat owner who has not hauled before to give a hand with the haulage of a boat belonging to an experienced club member or to enlist the aid of an experienced club member when the new members boat is hauled or moved. This can be likened to the buddy system.

It is the boat owner's responsibility to gain this knowledge and to ensure the safety of the people who are moving the member's boat.

The responsibility for haulage for the club rests with the designated flag officer who accepts this responsibility at the first committee meeting after the annual general meeting. **The flag officers authority may be delegated** to a person hereafter called " Haulage Master" to operate the years programme. That **flag officer can not delegate his responsibility** to ensure a smooth a system as possible operates bearing in mind it is a voluntary one. Therefore the Haulage Master at times may also be the flag officer but this should be clarified through the first club news letter after the AGM.

No boat movement of any description will take place on the section without the current official Devonport Yacht Club haulage form being signed and physically held by the Haulage Master prior to the boats movement.

Anyone one who either consents to or moves a boat without the above form being signed accepts total responsibilities for any problems that may arise.

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October 09

HAULAGE MANUAL

4. BOAT OWNER'S RESPONSIBILITY

It is the responsibility of the boat owner to become familiar with this manual so that the boat owner has a good idea of what haulage at the Club involves.

1. The boat owner is required to read this manual before any physical operation takes place.
2. The boat owner will comply with all sections and the flag officer is the final arbitrator in any disputes.
3. Safety of the people involved in the movement of the boat, if no senior club people are directly assisting in the cradle area, rests with the boat owner. (The Haulage Operator at the winch cannot operate the winch and be in the cradle area at the same time and it is the policy of the Club that two Haulage Operators are present for all boat movements.)
4. The Haulage Operator will nominate persons to provide the necessary visual signals to him throughout the haulage operation. This person may be the second Haulage Operator overseeing the haulage at the boat and advising the Boatowner or some other person experienced in haulage operations.
5. The Boat owner will complete a written request for haulage before his boat is hauled.
6. The Boat owner will assemble his cradle for inspection within a reasonable time before the boat is hauled to allow inspection and any faults fixed before the boat is hauled. Failure to comply may render the haulage request for the boat null and void.
7. The placing of the boat on the section will be at the discretion of the Haulage Master. The requested uphaul dates and downhaul dates will be confirmed or varied by the Haulage Master as circumstances dictate.

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October 09

HAULAGE MANUAL

5. SAFETY.

Before operations commence, notice boards advising of the restricted haulage area should be put in place

PERSONS NOT INVOLVED WITH HAULAGE AND CHILDREN UNDER 12 YEARS OF AGE SHOULD BE KEPT OUT OF HAULAGE AREA

Minimum Personal safety gear that should be used during haulage operations consists of leather gloves and sturdy shoes.

Alcohol and or illegal substances should not be consumed before or during haulage operations by anyone involved with haulage.

THESE SLIPWAYS ARE AT THE MERCY OF THE WASH OF FAST BOATS. IF YOU HAVE NOT PREPARED CORRECTLY OR YOU ARE TOO SLOW IN THE EXECUTION OF GETTING THE BOAT INTO THE CRADLE AND THE BOAT OUT OF THE WATER YOUR BOAT MAY BE DAMAGED

ASK FOR HELP IF YOU ARE NOT SURE

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October 09

THE DEVONPORT YACHT CLUB (INC.)

HAULAGE MANUAL

6. CRADLES.

1. Cradles that are not constructed of hardwood will have a piece of such timber affixed to each of the bearers. Softwood will not be used. (soft wood will grab and gives the boat a jerky movement across the section when side hauling. This is dangerous if hands are used to put metal slides or ways under the boat.)
 2. Cradles will be braced with diagonals "X" between the arms on each side.
 3. The bearers will be similarly braced with diagonals " X " to the outer edge of each bearer. The diagonals if using steel should be pipe or angle iron to stiffen cradle and guard against compression failure. **
Please note that points 2 and 3 are there to stop the cradle collapsing as it is hauled over uneven ground.
 4. Steel cradles will have rounded edges on the web of the bearer so that the wire or chain stops used are not damaged by the sharp edge. An alternative to this are holes drilled in the web so that shackles can be attached.
 5. Where a fin keel type boat is being hauled it is recommended that a guide be attached to center bearer so that the keel is centered onto bearer for support.
 6. A mark should be clearly defined on the boat to be hauled so that the owner and crew know where the cradle is to go as the boat takes ground in the cradle. This mark can be a side stay - or screws in the toe rail to mark the position of a stanchion.
 7. A mark or indication is to be fixed to the forward cradle arm indicating draft of the boat.
 8. On cradles for boats with a fin or small short keel the center bearer shall be faced with timber (soft wood) to prevent keel slipping during haulage.
- ** Note: Cradles should use substantial fore and aft members and compression struts and the diagonals designed for use in tension. A typical cradle drawing is attached at Appendix B.

CRADLES MUST BE PASSED **FIT FOR USE** BY THE **HAULAGE MASTER** BEFORE THEY ARE USED FOR UPHOUL OR CROSSING OF THE SECTION

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October 09

HAULAGE MANUAL

7. UPHAUL

- a) The trolley wheels should be greased before it goes into the water.
- b) The slides that the cradle is going to be resting on should have tallow applied before the cradle is slid on to them.
- c) The cradle should be tied down securely to the trolley on each corner. (ensure that cradle is tied to the trolley not the slides.)
- d) Have sufficient crew to help with getting boat into cradle. (3 or more able bodied people)
- e) Ensure part of the cradle is above water so that you can see what you are doing.
- f) **HAVE A PLAN BEFORE YOU GET YOUR BOAT TO THE CRADLE OF WHO IS DOING WHAT AS THE CRADLE IS APPROACHED AND ENTERED.** This will make life easier.
- g) Have ropes ready to put on arms of cradle to the stem of the boat so that the boat will stay in the cradle when haulout begins. Do not try and put so many ties from boat to cradle at this point that it takes all day. Do not tie lines from one cradle arm to the other across the boat so that the boat lifts the cradle. The extra ties can be added after boat has hardened in the cradle.
- h) Fin keel type boats should have slings ready on cradle so that boat does not tip. These can be adjusted along with extra ties straight after boat is hard in cradle. Have a rope that is already fastened to cradle to stop boat tipping forward or backward.
- i) The Haulage Operator or his nominee is to tell the boats master when the boat is straight in the cradle.
- j) The boat owner should check the boat is sitting correctly in the cradle before boat is clear of water.

Note Think about where the crew is positioned so that they do not alter the trim as the boat hardens in the cradle. This is very important with a fin keel type boat.

Remember this section is mostly the responsibility of the boat owner and his crew. The Haulage Operators will respond to hand signals only. **Once the winch is working the Haulage Operator at the winch will not be able to hear the spoken word.**

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October 09

HAULAGE MANUAL

8. SIDE HAUL

The Slipway winches may not be used for sidehauling unless there is no option and then only with the agreement of the Haulage Master.

BOAT OWNER

Unless you have permission in writing, you can not leave your boat on the slip for any longer that it takes to water blast. This is to be done immediately that your boat has left the water. If other boats are being hauled on the same tide you may have to shift your boat off the slip to allow other boats to come up.

YOU MUST HAVE SUFFICIENT ABLE BODIED PEOPLE TO HELP YOU SIDE HAUL. (MINIMUM OF TWO)

- a) Using the gear trolley layout the gear and winch wire under the direction of a Haulage Operator. (This job may be delegated by the Haulage Operator to an experienced club member)
- b) Refer to section 5. **Safety** securing the operational area.
- c) Check haulage board for the correct positioning of the boat on the section.
- d) The boat owner must ensure he has sufficient blocks to put under each corner and center of the boats cradle to allow the immediate removal of the ways / slides.

BE SAFE - WORK SAFE - LOOK AFTER EACH OTHER.

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October 09

HAULAGE MANUAL

9. DOWNHAUL.

- a) Refer to points 1 / 2 / 3. of the uphaul section.
- b) If the boat is trussed up into the cradle, have sufficient crew to assist onboard with the untying when the boat is just about afloat.
- c) The cradle must be removed from the trolley immediately and put in an area that allows other boats to use the trolleys.
- d) The cradle must be disassembled within 24 hours of the boat going into the water
- e) The cradle will then be placed in the designated areas or removed from the section.
- f) Refer to section (5) on **Safety**.

THESE SLIPWAYS ARE AT THE MERCY OF THE WASH OF FAST BOATS. IF YOU HAVE NOT PREPARED CORRECTLY OR ARE TOO SLOW IN THE EXECUTION OF GETTING THE BOAT OUT OF THE CRADLE YOUR BOAT MAY BE DAMAGED AND YOU MAY CAUSE DAMAGE TO THE CLUB'S GEAR.

Also remember you are not the first to haul here.
Haulage has been happening here for over 100 years.

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October 09

HAULAGE MANUAL

10. HAULAGE OPERATORS

There will be a person appointed by the committee of the Yacht club, who is considered to be capable of operating all the clubs winches safely and who will be designated as the trainer and evaluation supervisor. This person will be responsible for training all new Haulage Operators and the two yearly assessment of the existing Operators.

Haulage Operators are appointed by the Haulage Master in collaboration with the Flag Officer responsible for haulage. Once a Haulage Operator is appointed they will remain on the register until that person either puts it in writing that they no longer wish to be an Operator or that person fails the assessment.

All Operators must be trained to work all the winches.

Each winch should have a dated set of operating instructions, which are to be reviewed by all the Operators and the Haulage Master once a year.

Most haulage operations will require the use of two Haulage Operators. One will operate the winch and the other will act as Haulage Foreman and assist and advise the boat owner during the haulage process, appointing lookouts to watch for fouling of other boats and to ensure that the haulage is carried out safely and within the capabilities of the equipment.

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October 09

HAULAGE MANUAL

11. RESPONSIBILITIES OF HAULAGE MASTER

Duties

Note: The club haulage form will cover all types of movement on the section.

The Haulage Master will:

- a) Organise the sending out of the haulage forms or a letter in March reminding members of the closing date for haulage requests.
- b) Before the beginning of the winter haulage, organise the placement of all boats requiring uphaul for the year by using the haulage board, (assisted by the Haulage Committee and Haulage Operators.)
- c) Plan the haulage board using the requested **Downhaul date** of each boat as the priority for its place on the section.
- d) Post downhaul dates on notice board before main downhaul commences. (Weather and other unforeseen circumstances will have been taken into account).
- e) In the event of an emergency or the need to move boats out of sequence the Haulage Master will contact all the owners involved and advise them of his requirements.
- f) The Haulage Master will hold a signed copy of the haulage form for the boat before it is moved on/off/across the section. These forms will be retained in the club's file for 3 months minimum after the boat has left the section.
- g) The Haulage Master will organise the roster of the Haulage Operators.
- h) He will ensure that there are sufficient people on the list of Haulage Operators.
- i) The club gear will be inspected by the Haulage Master and the maintenance of it undertaken by the Haulage Master and the Haulage Operators.
- j) The Haulage Master will ensure that only the authorised Haulage Operators have access to the winch keys
- k) All matters regarding haulage will be addressed in the first instance by the Haulage Master

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October 09

HAULAGE MANUAL

12. INCIDENT/ACCIDENT INVESTIGATION.

All incidents/accidents that are reported or known will be investigated by a committee of three (minimum), chaired by the Commodore. The report will be in writing and only the people directly involved or were eyewitness to the incident will be questioned.

The preliminary investigation will be called within 72 hours of the incident. The investigation will start at the incident and work back looking only for actual causal factors not hypothetical ones. (A common start to all questions could be either, why, how, what, - the " Du Pont Method ")

The findings of this investigation will be forwarded in writing to the general committee for further action as they see fit.

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October 09

HAULAGE MANUAL

13. GLOSSARY OF TERMS

Haulage	Means any movement of a boat other than a dinghy that requires mechanical assistance.
Gear	The blocks, wires, strops, chains, shackles, hooks, webbing, steel plates, jacks, and short ways on the trolley held in the workshop and club storage lockers.
Ways	Long timber (hardwood 6x4, half rounds) that the boats slide on during haulage.
Slides	Pieces of hardwood with steel backed side used on the trolleys mainly and also for guiding cradle of and onto the trolleys.
Backstop	A long wedge shaped piece of timber placed at an angle at the back of the cradle bearer to stop the boat from sliding in an undesired direction when being moved.
Deadmen	These are the chains buried in and protruding up from the ground that are used to shackle snatch blocks to through which the winch wires are led.

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October 09

THE DEVONPORT YACHT CLUB (INC.)

HAULAGE MANUAL

14. APPENDIX A – SCHEDULE OF HAULAGE OPERATORS

**MEMBERS QUALIFIED AS HAULAGE OPERATORS TO USE THE WINCHES
AT THE DEVONPORT YACHT CLUB**

WEEKENDS

NAME	Phone	Mobile	e-mail
John Webley	444 8767	0274 373 625	j.mwebley@actrix.co.nz
Chris Leech	445 3602	0212 544 067	dds@kcbbs.gen.nz
Gary Wallace	480 8875		gary.wallace@sony.co.nz
Don Anstiss	445 2244		donj@orcon.net.nz
Geoff Roberts	445 3963		tracy.roberts@xtra.co.nz
John Bandy	445 8015		jbjb@ihug.co.nz
Bob Jenner	445 3645		alibaba508@xtra.co.nz
Alec Hill	445 3505		alechill@ihug.co.nz
David Stone	445 3298		David.Stone@vodafone.com
Paul Walter	445 3237	0212 879 121	woffem@gmail.com
Derek Snowball	446 0310	021-968 226	derek@snowball.co.nz
Andrew Gray	445 4546		a.s.gray@xtra.co.nz
Siobhan Hall	4838154		siobhan1@slingshot.co.nz

Weekdays – Sometimes available

John Webley	444 8767	0274 373 625	j.mwebley@actrix.co.nz
Don Anstiss	445 2244		donj@orcon.net.nz
Alec Hill	445 3505		alechill@ihug.co.nz
Geoff Roberts	445 3963		tracy.roberts@xtra.co.nz
Derek Snowball	446 0310		derek@snowball.co.nz
Bob Jenner	445 3645		alibaba508@xtra.co.nz

- NOTES:**
- 1. Haulage Operators as listed above are to be given five (5) Days Notice of ANY requirements for the operation of ANY winch.**
 - 2. It the Responsibility of the Boat Owner to organise a Haulage Operator when the Boat Owner requires the use of ANY winch.**
 - 3. It is the Yacht Clubs expectation that ALL Haulage will be carried out during weekends, as the availability of Haulage Operators during the weekdays cannot be assured.**

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October 09