



UK RS Tera Class Association

Using Class Association resources – best procedures

Please read carefully the following information. It is essential, if we are to maintain, boats, video cameras, buoys etc in usable condition, that users of UK RS Tera Class Association resources take responsibility for the items allocated to them. To help you and us, we have introduced a formal reporting process as outlined below. In addition, please read the following information on how the various resources should be found, returned and in the case of some of the hardware, operated.

Failure to comply with the best practice guidelines including the fault reporting system will result in a reduction in the effectiveness of our resources and hence the UK RS Tera Class Association being able to allocate to you the various tools needed to do the job. In addition, your right to call on resources for future planned activity will be put at risk.

BOOKING OUT / RETURNING

Booking Out

- Any boat and trailer should be booked out through the relevant custodian.
- For resources booked out in your name you will receive, by email, confirmation of the boat and trailer number you have been allocated, links to the reporting forms and any other relevant information such as where/when to collect and return.
- The allocated resource will be your responsibility for the agreed period and until such time as it has been returned to the custodian or as pre-arranged by a relevant UK RS Tera Class Association representative
- On collection or before use, please note any missing items, faults and damage.

Returning

- Resources must be returned when and where arranged by the relevant UK RS Tera Class Association custodian.
- Resources must be returned as outlined in the following information or as instructed.
- Any faults, loss or damage must be reported by email or phone as soon as it is practical and no later than 24hrs after use or return, to the relevant custodian.

Ribs-Usage forms for the boat allocated to you, must be completed online as outlined below.

RIBS AND TRAILERS

1. A boat usage reporting form must be completed within 24 hours of useage. List any damage, missing items or problems. If you unable to submit this information, or you have a problem during the period of use, you should firstly phone or text the custodians as well as reporting faults through the normal system.
2. It is the responsibility of the person to whom the boat is allocated to ensure that:

a. On Collection

It is correctly tied on, complete with cover, in good order and any defects noted and reported as above. Has wheel clamp, keys, foot pump etc. Also check fuel levels before arriving at training/race site so you can fuel at a petrol station on route -marine fuel is very expensive.

Wheel clamp keys are not kept with the rib keys, you should have a personal one or have requested one.

b. Before use

Fuel line is connected through filter on transom.

c. Launching

- Remove over bars where clearance between boat and bars is in doubt.
- Remove lightboard and fully retract bars.
- Allow brakes/bearings to cool.
- Always try and keep wheel bearings and axle clear of water (both launching and recovering). Continuous submerging will lead to seized bearings and brakes.
- Always keep bow winch strap and safety line attached until ready to launch.
- Never rely solely on the handbrake to stop trailer.
- Once launched keep all covers, over bars, ties and light board together with trailer.
- Clamp trailer.
- Avoid leaving handbrake on for anything over short periods as this can lead to seizing brakes. Clamp and chocks should be used to anchor trailer.

d. Once afloat

- Never start engine with prop clear of the water.
- Once started check that there is a cooling jet from back of engine, if not do not use (report).
- Always use the kill cord.
- Allow engine to warm up before using high revs (3 minutes min).
- Use extreme caution when unsure of water depth and use tilt to avoid grounding
- Avoid over tilting and exposing cooling intake.
- Avoid grounding hull.
- Do not place heavy objects on control cables
- Do not moor up against pontoons and quays in exposed conditions or where likely to cause wear or damage.
- For safety and insurance, always use an additional painter when mooring overnight.

e. Recovering

- Ensure you have help shore side and they are briefed.
- Person/s in wet gear will be preferable to help guide boat onto trailer (using sailors in sailing kit is a good idea).
- Set up trailer on slipway with bearings/brakes etc. clear of water.
- Pull through winch strap ready to attach.
- Approach trailer slowly and with sufficient engine tilt to avoid the prop grounding.
- Ensure any helpers are clear of rear of trailer but ready to guide bow onto rollers.
- When strap is attached begin winching on, fully tilt engine and make any final alignment adjustments.
- Tilt the engine down to allow water to drain, then put back in original position.
- Dress boat -strapping/securing at the stern and bow. To avoid engine dropping down apply tilt support lever.
- Caution –do not rely on winch strap to secure RIB when on steep incline, use painter as 'safety' to secure RIB before pulling boat to flat ground.

f. After use/On Return

- Boat should be returned/left in good condition –Clean, tidy and rinsed with fresh water, ropes coiled, rubbish and tackle/buoys removed and put back. Ensure boat correctly attached to trailer with cover on, keys in ignition or in console. Switch off radio.
- Note and Report Any Problems as per point 1.

Important - Boats must be left in a locked compound, locked to the car and or clamped when unattended. Failure to do so will invalidate insurance. Every boat driver must have a minimum qualification of RYA Powerboat Level 2.

Basic Trouble Shooting:

- Trailer brakes seized/wheels locked up!
- Try towing forward then back several times
- Use something solid to tap brake drum on inside of trailer wheel.
- Engine suddenly runs roughly or alarm sounds! - Observe gauges for warning signals.
- Engine fails to start! –Check kill cord attached.
- Check fuel line attached properly.
- Check fuel level.
- Check breather screw/vent on external tanks is wound off and fuel line pump has pressure.
- Check throttle in neutral.

Final Thought

**Please treat all resources with care and respect.
Without them we cannot do the job of coaching effectively.**

Review date:	Reviewed by:
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