



**Cockburn Power Boats**

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# House Rules

**Current as at 12 September 2023**

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## **Foreword**

The Management Committee, General Manager, employees of the Club and every Member are charged with the responsibility to assist Members and their guests to understand and to conduct themselves in accordance with the House Rules of the Club.

Failure to comply with these House Rules by any Club Member or their guest/s may see that person brought before the Management Committee.

These House Rules are developed by the Management Committee to comply with the Constitution of the Club in accordance with Rule 16.2 and, to provide functional and behavioural guidance for all Members.

## **Code of Conduct**

1. Where there is any conflict between the Constitution and the House Rules the Constitution will take precedence.
2. The General Manager will assume responsibility for ensuring that the House Rules, Health & Safety Acts and any other relevant legislation is complied with. When the General Manager is not on site the Management Committee members in order of rank will assume the above responsibilities. This excludes the requirements of the Liquor Control Act.
3. The Duty Manager is charged with ensuring the responsible service of alcohol in accordance with the Liquor Control Act.
4. All Members and their guests are required to comply with the House Rules whilst on the Club premises.
5. Members and their guests will follow any reasonable direction given by a Management Committee member, employee or Duty Officer, pending identification by the person giving that direction being provided.
6. Any person who behaves in a threatening or unruly manner will be instructed to leave the premises immediately.
7. Dress – All adults and children over 10 years of age are to wear, as a minimum, T shirt, singlet, tank top or blouse, shorts or skirt. Footwear is to be worn while in the upstairs areas of the clubhouse and while in the downstairs area of Louise's Bar.
8. No smoking is permitted in any area under the Club roof and courtyard except in the designated smoking area on the North facing balcony on the first floor.

## **Ramps, watercraft and pens**

1. Members are not permitted to launch, retrieve or tie up any watercraft which is not registered with the relevant Government authority (as required) and recorded in the Club Register.
2. Members are to ensure that any watercraft brought into the Club grounds complies with all current State/National safety, seaworthiness and equipment requirements (as applicable).
3. A "watercraft tender" may not exceed 3 metres (10') in length or be powered with a motor exceeding 5hp. Tenders must be marked with the same Department of Transport registration number as its tendered (parent) watercraft.
4. A Member with a watercraft stored at the Club in a hard stand storage bay or a wet pen, can bring a second watercraft (which they own and which is registered at the Club) into the Club grounds provided that second watercraft is under the control of the Member owner or another Member who, by Membership Class, is entitled to use the Marina, General Facilities, Boat Storage and Ramp Facilities.
5. B Class Members may not use their related Member's registered watercraft whilst the related Member is on board another registered watercraft operating from the Club.
6. Current Member vehicle/watercraft/trailer parking stickers must be affixed;
  - a to the driver's side of the front windscreen of the vehicle or centrally mounted on the dashboard (small sticker)
  - b to the starboard/right side of the trailer winch post (small sticker)
  - c to the starboard/right side of the hull or side window of the watercraft
7. Limited temporary accommodation is available for Member's watercraft in Pens and on jetties through a booking system. Members are not to moor watercraft to any of the Club jetties or in Pens without the prior approval of the General Manager/office staff or in their absence, the Club Bosun. Temporary Pens are available for a maximum of 7 days in a three-month period. Overstay and/or unauthorised occupancy of Pens will incur a penalty set by the Management Committee.
8. The owner of any watercraft allocated or moored temporarily in a Pen or on a Club jetty must comply with Club Pen Regulations which include, having a valid Fire & Safety Compliance Certificate, as applicable for their watercraft.

9. Bowsprits of penned watercraft shall not protrude over any jetty or walkway.
10. Members are not to leave their trailered watercraft or trailers unattended in a parking bay for more than 72 hours unless prior arrangements have been made with the General Manager or Club Bosun. The maximum term is 7 days in any three-month period. Permission for longer periods of stay must be expressly obtained in advance from the General Manager. Charges set by Management Committee will apply for any extension of time granted longer than the original 7 days.
11. Watercraft speed limits and restrictions within ramp and Club marina confines (5 knots at the time of printing) must be strictly adhered to at all times.
12. Members shall have a fully functional 27 MHz or VHF "marine radio" either hand-held or installed on watercraft (as applicable) launched and/or retrieved on CPBC ramps.
13. To facilitate safe and controlled launching, watercraft must have either a single rope from bow to stern or separate bow and stern ropes attached prior to every launching and retrieval.
14. Watercraft/trailers are to be made ready for launching prior to entering the ramp area. This can be done in the marked preparation bays or in a parking bay. This preparation must not be done whilst on the ramp aprons. To ensure no accidental dislodgement of a watercraft, removal of safety chain/lanyard/winch rope should be completed when the watercraft is positioned on its trailer in the water at the launching ramp. Prior checks such as the availability of a suitable winch handle/spanner, shackles not seized, etc. are encouraged to ensure no delay in this operation.
15. Members are to ensure that ramp protocol is followed for every launch and retrieve. Watercraft which enter the ramp area first have right of way for launching, returning watercraft which approach the finger jetties first have right of way for retrieval. Members who "jump the queue" to launch or retrieve ahead of those already waiting can be reported to the Club Bosun, General Manager, or any Management Committee member, and that Member may be brought before the Management Committee.
16. Vehicle/trailer combinations are to be made ready to retrieve a watercraft before being reversed onto any ramp. This can be done in a preparation bay or in a vehicle/trailer parking bay. This preparation must not be done whilst on the ramp aprons.

17. Watercraft entering the wash-down bays are to pull up as far forward as possible. Total wash/engine flush time is not to exceed 15 minutes. For personal safety, and the safety of others, motors **must** be in neutral when flushing process is conducted. No detergents are to be used to wash watercraft or flush engines. Washing of diving and fishing gear is prohibited in the wash-down bays.
18. Wash-down hoses are to be left neatly laid along the line of the taps on every occasion with taps turned fully off. Any faulty or leaking taps and hoses are to be reported to the Club Bosun or office at the first available opportunity.
19. Swimming and fishing (including the use of crab or fish nets) from jetties, walkways, ramps, the beach area or from boats within the Club marina is not permitted.

### **Launching and Retrieving Watercraft**

Follow any direction given by the Bosun (when on duty) or other authorised Club person. Entry into the ramp area is via the preparation and direct lanes running down the eastern side of the grounds. Drive On/Drive Off method of launching and retrieving is strictly prohibited on Club ramps. There are no exceptions to this Rule, including solo launch/retrieve.

#### **Launching:**

1. All vehicle/trailers must pull into a vehicle/trailer parking bay or the curb-side preparation bays on the eastern side of the ramp area when any preparation of your watercraft for launching is required). Watercraft already prepared for launch may use the direct access lane.
2. Make ready for launching (number plate, lights, bungs etc.), attach rope line/s to bow and stern, etc.
3. When a launching ramp is clear and it is your turn to launch, do so slowly and carefully, watch for pedestrians, other vehicles and watercraft.
4. Immediately your watercraft is launched, move it outward along the jetty as far as possible, secure it to the jetty and then proceed to move the vehicle/trailer to an available bay in the vehicle parking areas.
5. **Note** - bays marked **XL** are designed for vehicle/trailers with a combined length between 17 and 20 metres and are only to be used by smaller sized combinations if no other suitable bay is available.

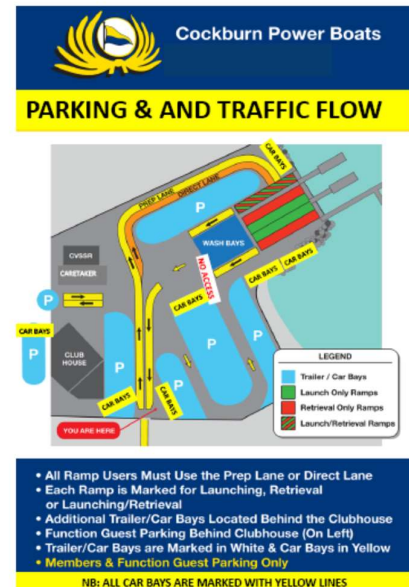
- Should you have engine or starting problems, or are waiting for others to arrive, move your watercraft to the end of a jetty so that launching and/or retrieving on the ramps is not impeded.

## Retrieving

- All vehicle/trailer combinations must enter the ramps via the preparation and direct lanes running down the eastern side of the grounds.
- Make sure that your winch cable is unwound and ready to attach to your watercraft before you enter the ramp area.
- Where applicable, make sure your electric winch is also electrically connected and operating before you enter the ramp area.
- Once in the ramp area, retrieve your watercraft, secure it to the trailer and then move it from the ramp area into a vehicle/trailer parking bay or to the wash-down area if you prefer. Ensure it will not obstruct entry and/or exit areas or block other vehicular movement.
- On high activity occasions, the Club Bosun (or other authorised person for such purpose) may assist by directing you to the best ramp available for retrieving to minimise congestion. The Club Bosun (or other authorised person for such purpose) has the authority to override the specific "launch" and "retrieve" signage.

## Facilities and Grounds

- Use of Disabled Parking Bays (blue lined) is reserved for Members displaying a current ACROD parking sticker which must be clearly visible on the front dashboard of their vehicle.
- Members are requested to report any damage or vandalism to the General Manager, Club Bosun, any Management Committee member or Club employee, at the first available opportunity.
- No oil or oily substance to be discharged or left in the Club grounds. Rubbish to be left in the rubbish bins provided.
- Members are permitted to stay overnight for one night on Club grounds in their watercraft provided



it is parked within a designated vehicle/trailer bay on the north side of the clubhouse. Members may stay for a further two consecutive nights with the prior approval of the General Manager or Commodore. Members staying overnight are also requested to assist with the cleaning and tidiness of the barbecue areas.

5. Members and their guests may use the BBQ area and facilities on a first come first served basis provided the area is not being used for a Club or paid private function. The barbeques and surrounding area are to be cleaned up before leaving and any damage or operational problems reported to the General Manager or Club Bosun at the first available opportunity.
6. No person may ride in or on any watercraft or on any trailer within the Club grounds (this includes tow bars, marlin boards, mudguards, engine legs, propellers and such).
7. When parking vehicles or vehicle/trailer combinations, leave entries/exits to the parking areas clear at all times. During busy times when parking demand is high, the Club Bosun (or other authorised person for such purpose) may direct parking. Directions so given are to be followed by all Members.
8. All vessels and trailers left on CPB grounds where unhitched from a tow vehicle are subject to the same storage requirements as those in hardstand areas detailed in **Item 2 – Storage of vessels and trailers in hardstand storage bays** item 15.
9. No repair work or checks whatsoever to watercraft or trailers are to be carried out whilst in the wash-down bays, preparation bays or direct ramp access lanes. Hot or dirty work such as welding, grinding, antifouling, fibreglassing or spray-painting cannot be undertaken without specific approval by the General Manager and with suitable fire and damage prevention precautions taken. The General Manager will designate a suitable area for such activity if approved. Members using such an area are to clean up and leave the area as they find it.
10. Vehicles belonging to Members without a watercraft trailer attached are not to park in the bays reserved for vehicle/trailer combinations (white line marking); vehicle only parking bays marked in yellow are available north and south of the clubhouse for Members only. Guests attending an approved private function at the clubhouse can park in bays identified for that use. Guests not attending a function must park outside the Club grounds.
11. Dogs are permitted within the Club grounds under strict conditions –
  - a. All dogs within the Club grounds are to be kept on a leash/harness and be under full control at all times (Security Patrol dogs exempted as necessary).



- b. Dogs must not be left unattended or in any parked vehicle within the Club grounds at any time (Security Patrol dogs exempted as necessary).
- c. Any dog behaving aggressively must be removed from the Club grounds immediately.
- d. No dogs are allowed in the licensed premises ground floor, courtyard and first floor areas. Guide dogs and approved care animals are exempted.
- e. Dog owners must clean up/dispose of any droppings or other mess left by their dog/s in the Club grounds in a suitable manner. Disciplinary action and/or penalty may be considered for non-compliance with this Rule.

12. Electric vehicles, Electric bicycles, Electric Wheelchairs, and mobility scooters:

- a. Only Electric vehicles, bicycles, electric wheelchairs, and mobility scooters are to be operated within CPB grounds.
- b. All operators of electric vehicles, bicycles, wheelchairs, or mobility scooters must abide by traffic rules on site.
- c. Charging of electric vehicles is not permitted on CPB grounds at any time.

**Fish Cleaning Station (FCS)**

1. No fish to be cleaned or left within the confines of the Club grounds other than at the dedicated Fish Cleaning Station, including marina, pens, finger jetties, enclosed beach and ramp area. No fish offal, fish frames or scraps or unused bait/berley are to be discarded in the marina, at the wash down area or be put into rubbish bins other than the bin situated at the FCS.
2. The FCS is provided for use by Members and their accompanied guests only.
3. Any Member or guest using the FCS does so at their own risk. Fish cleaning/filleting brings with it clear risk of knife or fish spike injuries. All users of the FCS are encouraged to exercise all care to themselves, other users and all people in the vicinity.
4. Users of the FCS are expected to share the facility with other Members. No one crew or group shall monopolise use of the facility whilst others are waiting to use it. Where any one crew or group occupy the whole table, they are required to provide other users space to use the FCS.
5. All users of the FCS are to keep the area clean. Wash down the table and central strainer after each use. Do not leave it to the next person to clean up after you.

6. All offal and other fish waste not taken away is to be placed in the bin near the FCS. No offal or fish waste is to be placed in any other bin within the Club grounds.
7. Lights on the FCS are operated by a motion sensor.
8. Any problems, damage or misuse of the FCS is to be reported to the General Manager or Club Bosun at the first available opportunity.
9. The FCS is under full and constant CCTV coverage. Any misuse, neglect or poor behaviour at the facility will be investigated with a view to bringing the Member/s responsible before the Management Committee.

### **Liquor License**

1. All bar staff and bar volunteers are trained in the Responsible Service of Alcohol.
2. The Duty Manager is responsible for securing premises upon leaving.
3. Bar staff will refuse service to any person considered intoxicated.
4. The Duty Manager cannot hand over control of licensed premises to any person other than a certified Approved Manager, without the prior approval of the General Manager.
5. No one is permitted to sell liquor on Club premises other than the Club, and all sales of liquor are controlled by the General Manager and Duty Manager.
6. Liquor purchased from a Club Bar for consumption on the premises must not be taken beyond the defined licensed area.
7. The defined licensed area includes all areas on the first floor of the clubhouse, balcony, ground floor and the courtyard area on the western side of the clubhouse. Signs are posted at boundary areas to advise no alcohol purchased from a Club Bar is to be taken beyond these points. A plan outlining the defined licensed area is available at the Bar.
8. The Club is licensed to sell take-away liquor. All take-away liquor must be taken out of the licensed area. No take-away liquor purchased from the Club may be consumed within the defined licensed area at any time, when a Bar is open.
9. Liquor must not be consumed by any person in the licensed area of the Club premises when a Bar is open for business, unless it has been purchased at a Club bar.

10. Bar Trading Hours - Current trading hours are Saturday & Sunday from 2pm to 5pm.
11. Any Bar can be closed after 5pm on Sunday (at the Duty Manager's discretion) if there are 5 or less patrons.
12. Bar patrons must vacate the premises within 15 minutes of closing.
13. Children must be under adult supervision at all times.
14. Persons under the age of 18 years are not permitted to approach a Bar server.
15. A Member may introduce up to 5 (five) guests at any one time. Members are responsible for their guest's conduct whilst visiting the Club premises. When a Member leaves the Club their guest/s must leave with them.

### **Hardstand Storage Bays**

1. The following Rules apply to Members utilising the Hardstand Storage Bays:
2. CPBC House Rules apply to all Members in addition to these specific Rules.
3. Access is not permitted into the Hardstand compound when the electric security fence is activated from 8pm to 5.30am each evening for safety and security management. Activation/deactivation times may change to meet seasonal boating activity requirements and will be notified to Members through Club media postings and signage on the compound entrance gate.
4. Members requiring access to their watercraft during the activation period should either shift their watercraft out of the compound before 8pm or leave their watercraft in a parking bay outside the compound until the fence is deactivated.
5. Smoking is not permitted anywhere within the electric fenced Hardstand Storage compound including within motor vehicles or on watercraft within the Storage Area.
6. A maximum vehicle speed limit of 5 kph applies within the electric fenced Hardstand Storage Area.
7. Mechanical, electrical and cleaning work on a trailered watercraft allocated a Hardstand Storage Bay within the electric fenced Hardstand Storage compound can be conducted by the Member or a Registered CPBC Contractor in the wash-down bay located in the compound or in another suitable area allocated by the General Manager. Hot or dirty work such as welding, grinding, antifouling, fibreglassing and spray-painting cannot be conducted within the compound and

can only be conducted in other areas of the Club grounds, with specific approval by the General Manager and with suitable fire and damage prevention precautions taken. All waste materials including rags, filters and containers must be removed from the club grounds and disposed of off-site. All spills of any nature must be reported immediately to the General Manager or Club Bosun.

8. Only Registered CPBC Contractors who have provided current insurance documentation are permitted to work on Member's watercraft stored at CPBC. Registered Contractors can only work on Member's watercraft stored at CPBC during office hours (Monday to Friday 8.30am to 4.30pm) and must record their arrival and departure with the office. Contractor work outside these hours in the company of the Member/owner of a watercraft can be organized through the office. Removal of a Member's watercraft/trailer from the Club grounds (for offsite repairs, etc.) by a Contractor must be authorised prior by the Member owner and the General Manager or Club Bosun must be informed and register that arrangement accordingly.
9. A restricted access key deposit shall be paid on allocation and acceptance of the Storage Agreement by the Member (refundable at termination of the Agreement) and this key shall not be lent or allowed to be used by non-members, or duplicated at any time.
10. The storage bay is solely for the storage of the Member's registered watercraft/trailer including accessories thereon and not for the storage of any other personal property. Any tenders stored must be fully contained within or on the Member's "parent" watercraft.
11. No fuel containers and fuel other than the watercraft's built in fuel tank and portable marine fuel tanks approved to Australian Marine Standards are to be stored on or within a watercraft. No refuelling (transfer/decant of fuel from one container to another) is to be conducted anywhere within the Club grounds.
12. The Member agrees to keep their Bay area clean, tidy and free from rubbish at all times, cray pots, crab nets, tyres and spare wheels, etc. must be stored or secured on watercraft or trailers and not stored otherwise within the Bay.
13. Damage to Club property or other stored watercraft/trailer caused by a Member or Contractor is to be reported to the General Manager or Club Bosun immediately.
14. Overall maximum dimensions of watercraft/trailer will be applicable to the size of the Storage Bay available and tri-axle trailers or jinkers can only be stored in Storage Bays outside the electric fenced Storage Compound. The

watercraft/trailer must be approved as suitable for the allocated Bay by the General Manager, to ensure that no oversize watercraft occupy an unsuitable size Bay. Once approved, the dimensions or watercraft/trailer must not be changed without further approval from the General Manager.

15. Any boat trailer stored within the CPB Hardstand areas must be chocked using chocks approved by and of a similar standard to those available from CPB.
- Any boat trailer must have four (4) wheel chocks and must have a wheel on either side of the trailer chocked both front and rear.
  - The standard, positioning and condition of the chocks will be regularly inspected by the Club bosun.
  - If there are any deviations from this standard chocking procedure will be corrected if practicable by the Club Bosun.
  - CPBC reserve the right to replace any non-compliant or missing chocks at the cost of the owner of the vessel & trailer and the owner contacted as soon as possible the next working day.
  - Repeated occurrences where correct chocking procedure is not followed may result in disciplinary action being taken.
  - Any boat trailer must have the hitch supported by a suitably rated jockey wheel or an adequately load rated metal stand or both.
  - Items such as milk crates, stacked wooden blocks are not to be used to support the hitch end of a trailer.
16. Members with watercraft stored in a Bay within the electric fenced Storage Compound are permitted to use biodegradable cleaning products on their watercraft, in the allocated wash down bay.

17. Members allocated a Hardstand Storage Bay are required to advise the office when their Bay will be vacant for a minimum period of one month. The General Manager at his discretion can allocate the Bay on a temporary basis to another Member, with the temporary monthly fee charged being retained by the Club.

### **Pen Regulations**

1. Please refer to separate document