

# Skippers and Crew -Duties and Responsibilities

## HAUL 2024

All members arrive no later than 0700 ready for first shift duties or boat haul and park outside of the club gate.

### All haul preparations are to be completed prior to Haul Day.

**SKIPPERS** Announce your arrival to the Gate Monitor, confirm cell number and obtain an appropriate coloured hard hat. A light breakfast (no charge) and lunch (\$5.00 charge) will be available in the clubhouse.

Report to the Wrangler (orange hard hat), note the haul sequence and verify approximate haul time. Please inform the Wrangler if you require a tow or deck crew. Monitor your cell phone, vhf 14 and/or be within earshot of Wrangler as your haul time approaches.

Ensure 50-foot minimum single piece lines are attached at bow and stern. (Longer lines are better at J Dock) - Remove all items including ladders from your cradle and please remove anchors from the bow to facilitate bow control line clearance. Please ensure your side decks are clear of kayaks, paddleboards, lines, power cords, etc., to provide a safe and secure work area for our Sling crews.

- Cradle Pads are to be **lowered, self-positioning** and cradles marked as per our bylaws. Sling positions should be marked and visible from the deck of your boat.

NEW MEMBERS: Please ensure your cradles are properly labled. Speak with your dock mates with any questions that you have.

- MAST UP boats must have two messenger lines tight under hull at your marked sling locations, boom on centre line and topping lift removed, and back stays detached.

- Messenger lines are to be snugly attached to upper lifelines with a clove hitch knot.

- Proceed to the staging area or Haul Slip when directed by the Wrangler.

- Videos and or pictures are to be taken by non-skippers. Skippers are to provide their full attention to hull placement on cradles. PADS LOWERED AND SELF POSITIONING!

- Return hard hats to the gate at the end of your day.

PLEASE OBSERVE ALL SAFETY PROTOCOLS AND MAINTAIN QUIET NEAR CRANE OPERATION.

### HARD HAT DISTRIBUTION FOR MEMBERS AND FIRST SHIFT CREW

|                   |                   |
|-------------------|-------------------|
| Safety Officer    | yellow + HV vest; |
| Foreman           | white + HV vest;  |
| Assistant Foreman | white;            |
| Wrangler          | orange + HV vest; |
| S, L&H Team       | red;              |
| All others        | blue.             |

# Haul Crew

## Duties and Responsibilities

### **GATE MONITOR**

Arrive at 0600. Set up check in tent and obtain bins of hard hats.

Record arrival times of members, **confirm cell numbers** and distribute hard hats and High Visibility vests to members and **1<sup>st</sup> shift crew** as appropriate.

**(Safety-yellow + HV vest; Foreman-white + HV vest; Assistant Foreman-white; Wrangler-orange + HV vest; Slips, Launch & Haul Team- red; all others- blue.)**

Direct Skippers to check in with the Wrangler. Monitor VHF 14 at high volume. When called upon by Wrangler or Assistant Foreman confirm member presence on site and/or contact members by cell number if required. Receive Hard hats at end of day and return to storage as directed by Haul Coordinator. Disassemble tent at end of day.

### **FOREMAN**

Assist Crane setup at pin position as marked. Address Haul Crew regarding your expectations prior to each shift including safety, hard hats, awareness of Crane Operator's line of sight. **(Use script provided)** Field questions from crew to confirm they know what is expected of them. Emphasize QUIET in the haul area. Follow the order of boat haul and communicate with Assistant Foreman. Direct Crane Operator via hand signals for the lift. Confirm satisfactory placement on cradle with skipper.

### **ASSISTANT FOREMAN**

Announce roll call to confirm all crew are present for your haul crew at the beginning of each shift. Pass out crew position pocket cards. Act as second Safety Officer. Use your Alternates to immediately sub for crew when needed. Monitor VHF 14 at high volume. Standby crews are available in the clubhouse. The Standby Leader will have a radio. Communicate with Wrangler and Foreman regarding haul sequence, staging wells and haul slip. Communicate with Crash Boat and Gate Monitor as needed. Record actual weights of boats if required

### **WRANGLER**

Communicate with Assistant Foreman regarding haul sequence. The sequence may change. Provide skippers with an anticipated haul time when they check in upon arrival. Maintain communication with Gate Monitor to verify that skippers are on site and/or direct them to contact skippers by cell phone if required. Direct skippers to staging and haul slips such that there are always boats ready to be hauled. Announce on vhf 14 60 minutes before shift change and again 30 minutes before shift change. (In consultation with Assistant Foreman)

### **SAFETY OFFICER**

Monitor Hard Hat compliance and ensure QUIET in the haul area. Ensure Shepherds' hook and ring buoy are near the haul area. Clear the lift area of non-essential persons. Ensure all boats in the lift area, including boats already hauled, are clear of crew. Take direction from Foreman to position yourself to observe the "blind side" of the boat and communicate with Foreman regarding sling hooks, lifelines, and safety. If a safety issue is observed, sound whistle or speak with the Foreman. Always remain in Foreman's line of sight. If a MAYDAY situation is observed activate one long blast of air horn.

### **ALTERNATES**

Remain with the haul crew. Pay attention to techniques of all crew positions. Aid Sling Crew with clearing sling hooks from cradles if directed. Be available to substitute for any crew position immediately when directed to do so by the Assistant Foreman.

# Haul Crew

## Duties and Responsibilities

### **BOW & STERN LINE HANDLERS** (Gloves are recommended.)

Ensure entire length of line is not tangled and is available for use. Pay close attention to the direction given by the Crane Foreman. Keep the boat always aligned and control the vessel swing. You can't push a rope. Both lines are controlled from the same side of the boat. Once vessel is safely on cradle proceed dockside to the next boat to be hauled.

### **LINE HANDLER:**

Assist skippers with lines as they arrive at haul slip. Communicate with Wrangler and Assistant Foreman so you know which slip boats are to use. Assist Bow & Stern line handlers when required. (Especially important at J-Dock)

### **SLINGS:** (Gloves are recommended)

**LOOK UP.** Board vessel once it is in the haul slip. Position slings at sling marks on the vessel. For mast up boats, detach one end of the messenger line and fasten to sling hook with bowline. Pull opposite end of messenger line until sling hook is on the opposite side of boat and attach to crane hook. Always keep messenger lines tight to hull. Set slings at appropriate points as marked. Step off the boat and clear the dock area. When the boat is placed on the cradle and when instructed by the Foreman, release one hook. **LOOK UP.** Ensure crane hooks are clear of topsides and lifelines. Return to the next haul slip.

### **STANDBY CREW**

Remain in clubhouse for your entire shift and available when called upon by Haul Coordinator, Assistant Foreman or S, L&H Team member, to assist as required. (Hard hat delivery to Gate, crew for skippers, handling of dock lines at boat slips or staging area for example) Club radio will be provided for Standby Leader. (Standby Leader to monitor that all crew are present. Monitor VHF tuned to channel 14 at high volume.

### **CRASH BOAT** (PFD is required)

Be sure the VHF radio (channel 14) volume is at maximum.

Remain near your assigned crane haul area to react to an emergency or to assist vessels to haul slip if required. (Stay in your boat!) "Tow" vessels by lashing the crash boat at side, aft of centre line with fore and aft control lines.

### **All CREW MEMBERS**

If cradles need to be moved all crew will help. If an issue is observed, speak to the Assistant Foreman. ALL CREW SHALL BE AVAILABLE FOR YOUR ENTIRE SHIFT. LISTEN FOR SAFETY OFFICER AIR HORN SIGNAL AND HALT ACTIVITY UNTIL ISSUE IS RESOLVED

Slips, Launch & Haul Team sporting Red Hard Hats

Terry Bell, Rob Darch, Mike Schlorff, David Armstrong, Deane Woods,  
Dave Richards, Derek Lasky, Garry Cole, Clarence Pardy, Glenn Boisvert, Bruce Baker