

# CLUB INFORMATION

## [How do I contribute to the club on race days?](#)

Our Club runs without paid staff. Members are expected to share the work in managing and operating the club. Therefore all members share the work in some capacity with managing and operating the club.

A Members Duty Roster is published in the 'Mudpuddler' newsletter. Members of the club are usually rostered for duty on a club race day two or three times per year. Please check your name and duty day on the roster, and make every effort to attend on the day specified in order to help the club and other members.

The duty crew is required to enable the club to function on our club sailing days. Outlines of activities undertaken by the Race Officer (RO) and crew is provided in advance of duty day and on the Albert Sailing Club internet website. If you cannot make your duty day due to personal commitments which cannot be changed, we need you to organise an exchange with another member rostered on a week when you can make it.

An experienced club member is designated the Race Officer and heads each duty listing. This person should be contacted and is available to you for more information about duty requirements, or for when exchanges are organised. You will find that race duty is not onerous and enhances your knowledge and enjoyment of sailing. The club cannot function if people do not turn up and undertake duty activities. Without your presence and assistance on these days, the club could simply not function.

Every club race day we need a number of people on the Duty Roster to drive a club Patrol boat or RIB. All active club members are encouraged to gain and hold a current Victorian Recreational Power Boat licence so that they can assist the operation of club safety boats. Please advise the club secretary if you hold or attain a licence. The current process involves a once-off multiple choice test and a small licence fee. The club will reimburse members the licence fee upon submission of an Expenditure Claim form with a copy of the licence fee receipt. The club also has a short practical powerboat skills course which is run for members from time to time.

## [How can I contribute to the club beyond race days?](#)

The club welcomes your contribution during working bees. Working bees are scheduled three or four times per year and are shown on the club program. At working bees maintenance is undertaken on the clubhouse, club boats and equipment. Please make time to do your bit, you will feel terrific when you've finished!

You may also wish to assist with training and assisting on the club committee or the sailing committee. Other ways include tower and race management, website, social media, galley, bar, and power boats maintenance. We welcome new input as it helps improve our club.

## [What do I need to know about access to Albert Park Lake?](#)

Boating activity on Albert Park Lake is regulated and controlled by Parks Victoria ([www.parkweb.vic.gov.au/explore/parks/albert-park](http://www.parkweb.vic.gov.au/explore/parks/albert-park)). Their office is

located near the golf driving range on Aughtie Drive. Monohull sailing boats up to 5.5 metres have access to the lake at all times, except for where restrictions are advised by Parks Victoria. There is a one-week period each year when the Albert Park Lake Reserve and Albert Park Lake is closed and unavailable for use, which extends across the Melbourne Formula 1 Grand Prix weekend which is generally in March (see [www.australia-grand-prix.com](http://www.australia-grand-prix.com) for dates).

At other times there may be some restrictions on the use of certain parts of the lake and access roads due to other events and activities in the park or on the lake. Generally, the rowing clubs conduct training on Saturday and Sunday mornings and conduct one or two all day Sunday regattas on the lake which gives them preferential use at these times to rowing lane areas of the southern and western basins of the lake. When Parks Victoria advises the club of restrictions, the club will endeavour to relay these to members through the ASC website ([www.albertsc.org.au](http://www.albertsc.org.au)), noticeboards and publications.

Parks Victoria has regulations on the use of motorised craft on Albert Park Lake. The use of our sailing club motorised craft has been registered with them. There are significant restrictions on the types and capacity of other motorised boats which may be used on Albert Park Lake. Owners of motorised boats need to check on regulations with Parks Victoria and register on each day of intended use. The boat ramp next to The Point restaurant is to be used by any motorised boats not belonging to the lake's boating clubs. Access to that ramp is to be arranged with Parks Victoria.

Kayaks and canoes are allowed on the Lake, while standup paddle boats and windurfers are not.

#### [Where is parking available and can I obtain a parking permit for the area?](#)

You should familiarise yourself with the parking areas available and the recommended Sports Club Parking Permit option which provides discounted parking fees.

There are three main areas for parking near to the Sailing Club:

1. **AQUATIC DRIVE** behind the sailing club which has angle parking in the centre and some parallel parking on sides. You need either to purchase a Parks Victoria hourly/weekend parking ticket from a meter or an Albert Park Sports Club parking permit.
2. **ALBERT ROAD DRIVE** the road which starts just after the steel gates entry to the Park and proceeds past the Lakeside Stadium entrance to Aquatic Drive. Parks Victoria hourly/daily parking tickets and Albert Park Sports Club parking permits apply. There are some weekday all day parking spaces.
3. **ALBERT ROAD SERVICE LANE** adjoining Albert Park Reserve. This is a short walk from the club. Council daily/hourly parking tickets apply. Albert Park Sports Club parking permits do not apply.

**NORTH & SOUTH OF THE CLUB** are two open areas with granite sand surfaces designated as areas for rigging boats, and trailer/boat drop-off. Use of these areas is very restricted and subject to change so carefully check and follow parking signs in these areas. The gravel areas to the south of the club up to the Boatshed and north of the club have no parking other than for up to 15 minutes for drop-off of trailers and boats. As of late 2017, on days when there is likely to be heavy car parking use due to a Lakeside Stadium event and ASC obtains Parks Victoria agreement, parking will be permitted for cars with Sports Club Parking permits in the gravel areas (not daily Parks Vic parking tickets). Best option is always to park in Aquatic Drive or Albert Road Drive.

## SPORTS CLUB PARKING PERMITS

Yearly and half yearly Sports Club parking permits are available for parking in the Albert Park Reserve from Parks Victoria. These are available for all categories of ASC club membership. They are highly recommended and good value if you visit the club fifteen or more times per year. Details and forms available on <https://www.parks.vic.gov.au/places-to-see/parks/albert-park/things-to-do/car-parking-in-albert-park>. The application requires either a Form stamped with 'Albert Sailing Club' available at ASC on a Saturday or the form with a copy of receipt for current ASC membership.

Sports Club Parking Permit Conditions on the reverse side of the application form should be read and followed. A permit is for a specific car and must be displayed on the left side of the car windscreen. Weekday use with a permit is for parking when involved in Albert Sailing Club activities.

### [How do I obtain my own key to the clubhouse?](#)

A Club key to access the clubhouse and the boatyard may be issued to Senior or Family members. An application for a Club key must be made on the appropriate form to the Club General Committee.

Upon approval, a key deposit is paid and an access card and key will then be issued. The electronic key card gives you access to the clubroom via the front or back doors, the galley, the deck and the toilet facilities downstairs. Please take care to secure all doors and gates before leaving the Club premises. When visiting on a non-race day, please ensure that the boatyard gates and all clubhouse doors are locked when you are not on the premises and be aware that the upstairs main clubroom is used by SEDA during school hours.

Adult members with a boat in the yard may apply for a boatyard access key. Junior members with a boat in the yards may also be provided with a boatyard key and access card with an adult parent or guardian responsible for safeguarding these and ensuring that the club security guidelines are followed as guarantors.

### [Can I store my boat on club premises?](#)

Members are entitled to boat storage facilities within the Club premises, subject to availability, and at the discretion of the general committee. The Club's by-laws state that all boats stored must be registered with the Club, and sailed on average a minimum of once per month. In the event of non-conformity with this by-law, rack allocations may be changed, or boats may be refused further storage. Unfinancial members must remove boats immediately.

### [How should the club premises be used?](#)

It is your Club, and the clubrooms are there for responsible use and enjoyment by you, your family and friends. You are requested to respect the wonderful facility we have, and refrain from potentially damaging actions such as wearing wet gear in the clubrooms or the use of the club for unapproved events or functions.

The upstairs clubhouse area, the club balcony, kitchen and barbecue are available for your use when not required for organised activities. You should always

return them in a clean and tidy state after use.

Smoking is prohibited EVERYWHERE inside the premises, including the balcony and the boatyard.

#### [Can the club premises be hired for private functions?](#)

The clubroom is available for hire by members only and is not available for hire on Saturdays. Written application must be made to the general committee well in advance of the intended use. A fee and bond must be paid prior to the hire date. Use is limited to the clubroom, kitchen, toilets and front foyer only. The boatyard must be closed and no access is permitted to the committee room, tower or bar.

The galley must be left clean and tidy, including the oven and dishwasher. Decorations must be removed, windows and doors must be closed and secured prior to departure, and furniture should be returned as per floor plan provided. All rubbish generated must be removed from the Club. *(Note: Parks Victoria prohibits the use of their bins for disposal of such waste!)*

The Club must be ready for other use by 8:30 am the next morning.

#### [Do I need to be with my child at all times on club premises?](#)

For safety's sake, please ensure that young children are always properly supervised. There are many hazards that can befall tiny tots, ranging from minor bumps and knocks, right up to serious falls, and, dare we say it, drowning. Don't let your child be the subject of the first, let alone the latter. "Little children should be seen to and not hurt!"

#### [May I bring visitors along to the club?](#)

Visiting sailors and guests of members are welcome at the Club. They should be introduced to a Flag Officer and entered in the Visitors Book. Please ensure your guests are not unattended for long periods while you sail or race. Be sure to introduce your visitor to other club members so they will not feel isolated, and so they can participate in the warmth and camaraderie of the Club.

#### [Can I use Club sailing boats?](#)

Club sailing boats may be made available for use by club members subject to appropriate approval by a flag officer or nominated delegate and the completion of the appropriate registration log. The applicable policy and procedures are available on the noticeboard/rack at the top of the main stairs in the clubhouse.

Permission to use a club boat may be denied or cancelled at any time. Bookings must be made through a delegated club member. The condition of the boat must be checked before and after use and any damage or missing equipment reported to a flag officer. Liaison with a flag officer on the suitability of weather conditions is necessary. Logbooks are used to record maintenance requirements. A booking fee will apply in most instances and will be in accordance with the current fees schedule.

Boats must be rigged, launched, retrieved and put away in a clean and complete condition. At the end of the hire period the boat needs to be put back into its correct rack position and spars, sails and equipment stored in the correct location in the racking yard or store room.

Users will be responsible for repair of damage to a boat or replacement cost of any missing equipment where it is assessed that negligence or inappropriate use has occurred.

#### [Can maintenance and repairs take place at the club?](#)

No work, other than minor repairs, may be carried out on Club premises without approval of your written application by Committee.

#### [Can I rig my boat on the club premises?](#)

There is generally sufficient room for all competitors to rig their boats if access lanes are kept clear and all space is properly utilised.

Pick yourself a spot with just enough room to walk around your boat. Don't spread gear all over the place, and don't lay your boat on its side. In high winds, lower and secure your sails before leaving your boat unattended – otherwise, it is dangerous to other boats and, especially, people in the vicinity.

Do not allow your boat or its equipment to project onto access lanes or the main public path around the Lake.

#### [What do I need to know about launching and retrieving my boat safely?](#)

Only launch your boat when you are ready to sail away as soon as it is in the water. Take the minimum practical time to launch and retrieve, and remember to clear your trolley off the ramp before leaving.

Before launching and after having recovered your boat and making it safe, be ready to assist others in launching or landing.

On a club racing day do not park or rig/derig your boat in the area in front of the ASC club tower, as it may block the view of the sailing area of the Club Tower crew.

#### [Where can I get the most current information on boating safety?](#)

The Victorian Recreational Boating Safety Handbook published by Marine Safety Victoria outlines the requirements for operating a recreational vessel in Victoria, including for power and sail vessels. This handbook is highly recommended reading for all existing and intending operators of recreational vessels.

*Topics covered in this include:*

Government Marine acts and regulations; safety equipment requirements; how to obtain a recreational powerboat operator licence, power boat registration requirements, and information on safe boating in Victorian waters. Hard copies of the Handbook in a convenient booklet format are available from Marine Safety Victoria. A copy of the document can be viewed and downloaded from the Marine Safety Victoria internet site at [www.transportsafety.vic.gov.au](http://www.transportsafety.vic.gov.au).

### [What are the club rules and by-laws, and how can I access them?](#)

The club's affairs are governed by the Albert Sailing Club rules as approved by the members and By-Laws approved by its General Committee. The Rules and By-Laws are available on the club website. The club secretary holds a copy of amendments and updates which have been approved since the publication of the most recent Rules. Club policies on specific aspects of the club's operations are developed and reviewed by the General Committee as appropriate. Details of current policies can be obtained from the Club's website or from the Club Secretary.

### [What do the membership fees cover?](#)

The General Committee determines and fixes the annual subscription fee and other club fees. The Club's annual subscription fee includes member affiliation fees with State and National Yachting bodies which the Club pays to Australian Sailing. These affiliation fees are a significant portion of the Club membership fee.

Only financial members may vote at any meeting and have rights to the use of club facilities and equipment. Some categories of membership do not have voting rights - see the club rules for further information. Members who have not paid their annual subscription within three months of the due date shall be declared unfinancial and have their membership terminated.

### [Who is responsible for safety and risk management?](#)

The safety of Club members and the general public is an important part of how the club operates. The Club and its members have a responsibility to provide a safe environment for club activities and to manage known and foreseeable risks. Safety considerations are built into club operational procedures and the Racing Rules of Sailing.

Individual members need to take responsibility for their own safety and the safety of others. Should a hazard arise, or non-racing incident occur, the details should be recorded on an Incident Report form available from the Club Tower and relayed to a Flag Officer or the Club Secretary for follow up.

### [How is the Club structured?](#)

There is a general committee which is elected annually by the members. The Club's rules set out the procedure for holding the annual general meeting and standing for a position on the general committee. In addition, there is a sailing committee and other occasional committees. Members are welcome to be involved in any of the committees.

The flag officers comprise the commodore, vice-commodore and rear commodore. The commodore has responsibility for overall activity of the club. The vice-commodore broadly is responsible for off-water activities of the club and the rear commodore for sailing related activities.

There are other officers, namely the treasurer, secretary and club captain, who do not have a flag but nevertheless are critical to the smooth operation of the

Club.

The Club also has persons who take responsibility for managing boat racking, duty rosters and notifications, premises and boat maintenance, training, bar and kitchen, and racing. In short it takes a lot of effort by many people to ensure the Club runs smoothly.

#### [I am a new member and am uncertain what to do?](#)

Ask a flag officer or a member for assistance. You can ask that a buddy be assigned to you to assist you to understand the operation of the club.

#### [Does the Club hold social functions?](#)

A number of social functions are scheduled each year. Key recurring functions are:

- the Club's presentation night held on the same night as the annual general meeting in May.
- the Christmas breakup on the last Club sailing day of the year.

These events are provided at a subsidized cost for members. Family and friends are welcome to attend, but no subsidy is available. Other ad hoc events are arranged from time to time, including a members' family and friends picnic day, a Trivia night, a Talent night etc.

During the warmer months, a casual afternoon of social sailing, followed by a BBQ on the club balcony, is often scheduled. Dates are advised in the weekly club newsletter.

#### [What training is provided?](#)

The Club provides learn to sail and better sailing courses for all ages. In addition, junior and novice sailors can engage in green fleet racing to improve confidence and skills away from main club races.

Training is also provided for power boat handling and for race officers and first aid.. If you believe the Club should arrange other training, please speak to a flag officer.

# BOAT SAFETY & REGULATIONS

(These are excerpts from the Australian Sailing Special Regulations, Part 2, for Off The Beach Boats. Check the complete regulations in the current World Sailing Rule Book. They complement government boating regulations. If you follow the World Sailing Racing Rules, Australian Sailing Special Regulations, and Government boating regulations you will minimise the chance of serious damage to boats, and to the health of yourself and other people you come in contact with when sailing).

## R5. Personal Buoyancy

Crew members shall wear, while sailing, personal flotation devices (PFD's) in good repair, secured about their persons in a manner appropriate to the design of the garment. In Victoria the PFD when sailing an off the beach yacht can be either a PFD1 type (collar and branded in specified Australian Standards range for PFD1) or PFD2 type (branded in specified Australian Standards range for PFD2), excepting that only PFD1 type is to be worn when sailing more than 2 nautical miles offshore. (See Marine Safety Victoria website and publications for more details).

## R3. Specific Regulations

### 3.01 Buoyancy

Off the Beach Boats shall be constructed or fitted with buoyancy, secured in the boat by being built-in, enclosed in compartments, or by all-round straps, or other equally secure fastening, so as to be buoyant when swamped after a capsize. All boats shall float and shall support not less than 25kg mass for each crew member.

### 3.02 Masts

R6.1 Hollow masts shall be either:

- (a) completely sealed to prevent entry of water, or
- (b) self draining.

Unstayed masts shall be securely attached to the hull.

### 3.03 Centreboards, Rudders and Tillers

Centreboards shall be securely fastened to the hull, by lanyard, bolt, pin, or other effective means, so that they remain entered in the centreboard case when the hull is inverted.

A rudder pintle or pin for securing a rudder box to the hull shall be fitted with a stainless steel retaining pin. The tiller and rudder blade where not permanently fastened shall be securely fastened to the rudder box when the boat is afloat.

### 3.04 Bailers and Pumps

Boats, other than those that have enclosed substantially self-draining hulls (hulls capable of accepting a tow after capsize without prior bailing) shall carry one adequate bailer or pump available for immediate use. This is in addition to transom flaps or venturi type bailers or other automatic devices which may be fitted.

Bailers shall be attached to the hull with a light lanyard of a length which permits the equipment to be operated without releasing the lanyard.

#### R4. Hull Identification

All boats, shall bear identification as set out below, in legible indelible letters and figures of minimum height of 50mm & minimum thickness of 8mm, of contrasting colour to the background, located externally on the hull or transom:

- (a) Name of boat (Alternatively may be on each side of hull)
- (b) Registered sail number, with Class name, eg MIRROR, LASER, MINNOW, etc.
- (c) Name of club: e.g. ALBERT S.C. (minimum height of 20mm & minimum thickness of 4mm).

#### ASC REQUIREMENT - FOOTWEAR

Due to the shallowness of the lake, and danger of cutting your feet on debris during a capsize, all those who sail with the Albert Sailing Club on Albert Park Lake are required to wear covered footwear while sailing.